

Services and Activities Committee
Meeting Minutes
January 11, 2024

Called to order:

Jared called the meeting to order at 5:03pm.

Attendance:

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

Absent:

Guests: Lola Gallagher, Jennifer Green, Gretchen Lohse

Agenda:

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

Minutes:

MOTION: Alice made a motion to approve the updated minutes from 1/4/24. Jake seconded. Motion Carried. 4 (yes), 0 (no), 0 (abstentions)

Reports

I. Chair:

a. None.

II. Advisors:

a. Joey and Erin have a meeting coming up, which was going to be on January 18th. They are rescheduling due to scheduling conflicts; the committee will receive an update once rescheduled.

III. ASCWU:

a. Media Rep is coming up on January 24th in SURC 137 from 1-3PM.

i. There will be free food and student government will be present.

b. ESC Night Market is on January 26th.

i. There will be various clubs selling food from 6-8PM.

c. Lobby Day is February 8-9th.

i. ASCWU brings students to Olympia to discuss a few bills with Legislators such as expanding WA College Grants, Basic Needs, Healthcare, etc.

ii. This is an opportunity for the community to give testimonies to legislators.

iii. If you are interested in attending, email Nick

ascwu.executivevicepresident@cwu.edu) or the ASCWU Office

ascwu@cwu.edu).

Communications Received

None.

Public Comment

- A. Alice asked if everyone is ready for the temperature to drop down to negative 6.
- B. Joey stated that it will be very cold tomorrow and Saturday. Be prepared and make sure your heat is on. Pipes freeze, so avoid that. Stay warm and safe.
- C. Lola reminded everyone that the City of Ellensburg put out a notice that Holmes Community Center is going to be a warming center over the weekend due to the weather conditions. The student union is also open with lengthy hours.
- D. Jared added that Holmes is next to the library in town.

New Business:

- A. Base Funding Adjustment & Reallocation Request – Central News Watch funding to Observer & PULSE
 - i. This is a request to re-allocate existing base funding, which is to use the funds different from what it was allocated for. Asks to use funding that was used for one program to be moved to 2 other programs.
 - b. They are wanting to re-allocate funds from the Central News Watch to be redistributed to the observer and PULSE.
 - i. Central News Watch was the student media news broadcast organization, which delivers news in a video format to the student body and Ellensburg Community. Its budget is overseen by a business manager, which is Gretchen Lohse.
 - ii. Central News Watch is not being offered this academic year. The faculty advisor that oversaw the program retired last year, so there is nobody to oversee the students.
 - iii. Central News Watch's budget has been allocated to \$18,615 for the Academic Year.
 - 1. They are proposing to redistribute that \$18,615 to the Observer and PULSE.
 - 2. Both programs share a similar purpose, which is delivering news and entertainment to the community. The purpose of the Central News Watch would still carry over to the Observer and PULSE.
 - iv. The observer and PULSE have the infrastructure to hit the ground running with this funding.
 - 1. If the funds stayed in Central News Watch, they would have to hire a faculty member, students would have to be enrolled, and it would take time to use those funds. If the funds stayed, then the funds would sit and be underutilized.
 - 2. As an initiative they have been trying to direct students that would have gone to Central News Watch into the Observer, so they can still study that discipline.
 - v. The Observer and PULSE have the means to use these funds immediately.
 - 1. They have paid staff and printing costs that they have been struggling to balance within their budget. This has been due to the difficulties faced with increased wages. The last time they

balanced their budget was in 2016, which did not consider the minimum wage increases.

2. They have tried to combat these issues by cutting student hours by a third, so they are trying to stay within their budget.
 - vi. The allocation in both budgets have been cut. The Observer experienced a 54% allocation cut from 2019 to 2023, which has made more things challenging.
 - vii. Supporting the Observer and PULSE financially supports the students that work to make these products possible. Supporting both will support students and further their education beyond the classroom in a real-world way with pay.
 - viii. Re-allocating the funds between PULSE and the Observer would help cover the deficit, and help support the students that are taking those courses.
 - ix. They are hoping that they will have more resources, but it is not promised, so the Observer will end up with approximately \$56,000 in resources before the money is swept away. The revenue that has been accumulated is taken into account, but they are unable to make predict future revenue projections.
 1. The Observer projected, with wage increases and printing costs, the total expenses are approximately \$66,833.
 - a. The Observer projected to have about a \$10,666 deficit in the observer this year
 - x. PULSE has a similar thing going on, but they do not make as much money from ads or general revenue.
 1. The total resources they predict for the end of the year will be about \$20,370 before the allocation is swept away.
 2. Expenses are derived from printing and wage costs and are approximately \$43,172.
 - a. They have reduced staff to 2 people, which is minimal staff
 3. PULSE is projected to end the year with a \$22,804 deficit
 - xi. If they split the money equally between the Observer and PULSE that deficit becomes more manageable.
 1. The Observer's deficit might reduce to \$1,359.
 2. PULSE's deficit might reduce to \$13,497.
 - a. If they generate enough revenue, they are hopeful to get to the black.
 - xii. The presenters are requesting the funds in Central News Watch be re-allocated to the Observer and PULSE magazine.
 1. This would make the deficits in those budgets much more manageable. It's going to help the students learn, give them opportunities, an incentive to learn those disciplines, and the potential to return to full staff. Full staff would help the students better in the future.
- c. Questions?
- i. Jared joked that they should move the location of their services to Black Hall so that they would be in the Black.

- d. Joey asked if this request is going to be reallocated for this year or this fiscal year?
 - i. Gretchen confirmed that Joey is correct and that it would be great for Central News Watch to come back and have its money in the future, but it's not going to be revitalized this Academic Year.
 - e. Joey asked if Central News Watch can run next year and use its funding? Do they have plans if they are not able to have that additional funding?
 - i. Gretchen confirmed that is something to investigate, but the biggest thing is trying as much as they can to get to the black. They are doing everything they can to get advertisements, and, in some places, they are improving. PULSE has gotten some ads last quarter, which boosted their budget a little bit.
 - ii. The Observer tend to get more ads. This might have to do with them being an outside organization.
 - 1. They are trying to get PULSE to that same kind of level/reputation. The Observer does print more frequently.
 - iii. They are trying to get to a baseline that is feasible. They are looking to cut wages down to the best that they can. They have looked at different avenues for printing costs, and they are printing at the minimum. They are trying to get revenue for the paper and magazine, but it is not as lucrative as it was before the pandemic
 - f. Alice stated that re-allocating is something that would improve their organization. One thing they have been warned of is that it is unlikely that they would ever go back to before pandemic times, so they should operate like that's not going to ever happen.
 - i. Gretchen mentioned that the world changed dramatically since COVID. If they are going to see the numbers that they saw before the pandemic, it's not going to be for a long while. They are doing their best to operate within the new reality.
 - g. Jared asked Joey if they are going to have another meeting next week to vote on this?
 - i. Joey confirmed that they are going deliberate then vote on it next week
- B. Review Process for Annual Financial Reports & Program Reviews
- a. Lion Rock Visiting Writers Series
 - 1. One of the newest base funding units and was provided funding in the last funding cycle. This program provides students different opportunities by bringing guest writers to campus.
 - a. This is open to all students and is open to the whole community. It allows students to ask questions and interact with the authors and writers.
 - ii. Program Review – Asks questions about this year and their assessment
 - 1. Alice stated that it looks clean cut and makes sense.
 - iii. Annual Report – Looks at funding from last year

1. Alice is looking at Question 3 and would like to know more about how their fund balance sweep is going to impact the organization. Is this going to be a problem for them?
 - a. There was a Transfer due to the Fund Balance Sweep.
 - b. Joey clarified that they spent last year's allocation as well as the fund balance they transferred from the first year. They only had \$736 which was swept back.
 - c. Erin confirmed that the very bottom number shows the \$0 ending balance, which represents how everything was either spent or swept back. Typically, they don't normally transfer S&A funding from one program to another. There would generally not be any transfers. This is why the questions exists; you would only move money if the S&A committee approved it. Now that they are doing that funding sweep, the accounting entry is a transfer. So, transfers that show up are going to be related to that. They are going through these and considering what the data means. The transfer represents the money left over from their budget.
 - d. Joey added that next year (moving forward with the permanent policy changes) the committee will edit the Annual Report questions (specifically the last two) to be more specific. Ideally, everyone will have funds transferred now that the funds are meant to be swept. Perhaps, we will ask if there are other funds transferred beyond rollback, if there was any money rolled back, or if there was any money overspent and explaining why.
 - i. Alice clarified that she was more concerned about the why rather than the transfer itself.
2. Joey clarified that looking at the program review documents that \$700 is minimal. He would not question it too much since it's small. Leaving that amount is really hard to spend down to the exact dollar without going over, and they did not go over. The program review asks what is the impact, "Given the budget reductions taking place, and continuing for . . . what specific impacts those reductions have had on your program," and their answer explains how they have adjusted and navigated that.
3. Alice acknowledges that it might not be that much money, but it is approximately half a student employee's budget, so increases in minimum wages and rollovers could lead to them cutting a student

employee or something along those lines. She would be interested to see that information.

4. Erin added that the question could be rephrased as “What prevented you from spending your full allocation that you could have spent on things such as students or goods and services?” This furthers the question of does that mean, you don’t need as much money in the future for other things?
5. Alice commented maybe we are just not all informed about where it’s going, not that they don’t need as much money.

b. Manastash

1. This is referring to the Manastash publication Journal. It operates in conjunction with some of the faculty in areas within the English Department. This literary journal gives students the opportunity to publish poems or articles. S&A Funding provides the funding to publish the Manastash Journal.

ii. Annual Report

1. Xander asked to see the budget breakdown. Erin provided this.
 - a. Erin noted that this is 2 years’ worth. At the end of the first year, the committee let them carry forward those funds.
 - b. Although it looks like all their funds were put back into S&A, the reasoning is explained in the program reviews and annual reports. They explain why they are not spending as much as they thought.
2. Xander believes that everything looks in order.
3. Joey confirmed that everything looks in order. As the committee looks at this, they are not utilizing all the funding that they requested previously. Maybe they will choose not to request moving forward. If they come in and request the same amount, perhaps the committee should ask why it wasn’t used.
 - a. Jared added that the “why” is the important bit.

iii. Program Review

1. No comment.

c. Museum of Culture and Environment

1. This is a physical museum on campus in Dean Hall on the first floor. Open free of charge to students. The funding helps with staffing and pieces. They rotate exhibits that come in like any other museum that they would see elsewhere. These exhibits have an assortment of pieces. They had 6 exhibits rotate through last year. There is an assortment of different things that fall within culture and environment.

ii. Annual Report

1. Although Jared pointed out the negative, Alice noted their explanation for this.
 - a. Joey highlighted that their answer showed they planned this negative balance, which means they carried forward that negative balance for this year. The end of the year was about \$3,000 overspent. There was a 10% reduction last year. Their allocation implies that they had about \$10,000 (maybe \$11,000) to spend for this year, which they could do. This was not an accident; it was intentional. It's likely that they will be sticking it into their budget for this year.
 2. Nick asked if they would have to come to S&A to spend this money or is it within reason to overspend that amount?
 - a. Joey added that its not required, but it's appreciated as a courtesy. They would only have to come to S&A if it was substantially over. Usually, it's only if they are asking for supplemental funding. However, they were shifting their budget to plan for this.
 3. Jared stated if they went way over that would threaten their financing for the next year, which is why that would not be okay.
 - a. Joey clarified that is likely, but it would be up to committee.
 - b. Hypothetically, if a base funded unit goes over budget again and there is only \$14,000 budget and they overspend \$10,000 that would only leave them \$4,000 for the next year. If they spend their \$14,000 anyways, they will go into the next year dramatically in the negatives.

Year 1: \$10,000 - \$14,000 = \$4,000

Year 2: \$4,000 - \$14,000 = **(\$10,000)**
 - c. It is the committee's responsibility to point out concerning issues that may require action.
- iii. Program Review
 1. No comment.
 - d. Sarah Spurgeon Art Gallery
 1. The Art Gallery is located in Randall Hall on campus and is free for students and community members. There are rotating exhibits displaying different art mediums.
 - ii. Annual Report
 1. Erin pointed out their ending balance. There was a transfer from last year that was supposed to happen that did not happen, which will get corrected this year. The -\$9,328 is overstated by approximately \$7,500.

- a. This was answered in the last question of the annual report
- iii. Program Review
 - 1. No comment.

Old Business

None.

Public Comment – Second Call

- A. Xander apologized for coming in late. He was in the wrong Zoom Link.
- B. Joey noted that this is an issue he and Mia are aware of and are trying to fix. The WebTeams removed access to the main loading page for all departments. We can't change this, but it is on the Minutes Page.
- A. Mia added that she requested to remedy this issue. They recently gave her access to edit the Student Engagement & Success Page, so maybe they will consider giving us access to this as well. This request is in the WebTeams queue.
- B. Joey is reminding everyone to set up the Inclement weather notifications for CWU. This will notify if there are any closures and/or updates. Keep an eye on those things, be safe, and stay warm.

Adjournment:

Chair adjourned the meeting at 5:54.

Our next meeting will be January 18, 2024 (online) at 5:00pm.

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