

Services and Activities Committee
Meeting Minutes
October 12, 2023

Called to order:

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

Attendance:

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

Absent: Spencer Winters

Guests:

Agenda:

MOTION: Joey made a motion to approve the agenda. Approved by Jared. Alice seconded. No objections. 4 votes in favor. Motion carried.

Minutes:

MOTION: Joey made a motion to approve the updated minutes from 9/28/23. Approved by Alice. Xander seconded. No objections. 3 votes in favor. Motion carried.

Reports

I. Advisors:

- a. There will be training this and next week. Next week will focus on budget pieces. Erin is excited to present
- b. There is one pending supplemental request for something at the end of this month. We are waiting for confirmation to proceed. If so, we will hear a presentation at the end of next week's meeting

II. ASCWU:

- a. Wellington Wildfire on the 20th there will be food, games, and prizes
- b. WSA GA. All of the Washington Student Association members will gather at CWU to talk about legislative proposals for their upcoming session
- c. Oct 27th will be the ASCWU Halloween office party will be in Office 236
 - i. Under the sea theme
 - ii. There will be a competition of each decorated door
 1. Those that attend will get to vote on their favorite door
 - iii. There will be snacks and hot chocolate
- d. If anyone is interested in committees connect them with Nick, the (EVP)

Communications Received

- A. Both of last week's supplemental funding requests were approved from the Senior VP (Joel Klucking)

Public Comment

None

New Business:

a. Training

a. Get to Know Your Members

- i. Joey Bryant: he/him pronouns. Works in the VP SES and has been with CWU for 11 years. Director of Student Rights and responsibilities, and advisor for ASCWU and student senate. Came here for undergraduate in Social Studies, and picked Central because they immediately accepted him. As a student he was unaware of this committee until he began to work closely with his predecessor, the old S&A Advisor.
- ii. Jared Osborne: Got here at 2019 as a transfer from Highline, which then turned into CWU Des Moines. A former member of the committee, Judy Brewer, roped both Alice and then Jared in. This is his first quarter as a Master's student doing Computer Science and is the Graduate TA of the department
- iii. Alice Williams: Senior year with a double major in CS and applied mathematics. Research assistant and moved up here from Dallas, TX. Worked with Judy Brewer as a political canvasser and hopped on the committee after Judy told her about S&A
- iv. Xander: Leadership programmer in the SLICE office. Getting a double major in history social studies ed and second education. Came Central through former friends but stayed for the education program. Former director, Amber Hoefer, suggested the committee and then he joined
- v. Nick Villa: VP EVP at ASCWU. Senior in ITAM with a cybersecurity specialization. Brothers went here and was impressed with CWU's ITAM program. Did not know about S&A prior to getting the EVP position, did research in the Spring quarter, and now is attending S&A
- vi. Erin Sargent: Student Funds Financial Manager and S&A Committee financial advisor. Studied at Central with a Double major in Accounting and Business Administration with a specialization in HRM. Started at CWU by taking classes and became a secretary senior in the physics department. Working with the student motivated her to go on and give education at CWU a try. Is grateful to be chosen as the Student Funds Financial Manger but did not learn about the S&A Committee until May. This is when she got her current position and learned from the previous Financial Manager. Feels honored to be one of the people who makes sure that the funds are spent in a way that is best for the students.
- vii. Jake Robinson: he/him pronouns. Senior year and pursuing Computer Science. Did not want to be too close to parents (in Seattle), but he wanted to be far enough they don't bother all the time. Did not know about the

- existence of S&A until Alice had talked about it, so he joined the public meetings then volunteered as an ad hoc member over the summer
- viii. Mia Young; Secretary Supervisor for the Office of Student Engagement and Success. Graduated in Spring, but studied Economics, Public Policy, with Douglas Honors. This is her fifth year at Central. Came to campus on Spring Preview Day with no wind and fell in love with the campus. As a student she did not know about the S&A Committee until she came into the position.
 - ix. Joey added that S&A is kind of an unknown. While yes, our roles are here on the committee to make decisions about the budget, we are also supposed to get the word out and recruit.
- b. Review Committee Charge
 - i. The purpose of the committee is to provide recommendations to the CFO and the Board of Trustees
 - ii. Provides student voice to how our funds are utilized
 - iii. Questions
 - 1. Ask Specific, but open questions
 - 2. Think through what information you need to decide
 - a. What is covered in the presentation? If not, ask the question
 - 3. If the information did not make sense, ask for clarification
 - a. It is likely that it did not make sense for other members of the committee
 - c. Review Policies and Procedures
 - i. Committee Members/Representation is only students
 - 1. Expectation to be present. If things come in there needs to be timely communication. More than 2 unexcused absences may result in being asked to step down.
 - 2. Voting on things represents the student voice. This is the committee member's responsibility
 - ii. Meetings
 - 1. Public Comment is for the committee to receive feedback to consider the public thesis.
 - 2. You must be present to vote. Voting is public, so no secret ballot voting.
 - iii. Funding Processes – Base Funding & Supplemental Funding
 - 1. If the administration disagrees with S&A's recommendation, then they must send it back to the committee with the reasoning as to why.
 - a. We can agree, but if we disagree it goes to Dispute resolution
 - 2. Dispute resolution procedures
 - a. BOT and S&A appoints people to represent and dispute and make the final decision
 - 3. Amendments can be made through a vote, which change the Bylaws
 - a. Gets sent back to ASCWU and ELT for review
 - b. Then it goes to the Board of Trustees

- iv. Base Funding
 - 1. Quadrennial Process. This is the third year of the Quadrennial cycle. Every 4 years all units who receive S&A money get this base amount for the next 4 years. There are about 38 base funded programs/departments. This way they do not have to annually request, but every 4 years they re-request. Since this is the 3rd year next year the committee will have to hear all those requests again
 - 2. Annual Reports & Program Review. It is the committee's job to be reviewing these base funded units. Every year these base funded unit is required to send an annual financial report. These are required, so the last 20 years are on the website. Shows if these departments are using the funds appropriately and shows what was left unspent
 - a. Annual Reports due Dec 1st but Program reviews due Dec 15th.
 - 3. Supplemental Funding is tied to base funding units. It's one time funding. These things address things that are unexpected or one-off things that are outside what the normal budget is
 - a. Reserved for units that receive base funding, so this further supports these units
 - 4. Mock Deliberation – Which pet should we get? Dog or Cat?
- d. Review RCW and WAC impacting S&A Processes
 - i. RCWs – a variety of WA state laws impact S&A.
 - 1. This defines what S&A funds can and cannot be used for. Can only be used for Student Service and Activities outside of classroom and outside of the normal university operation.
 - a. So, it cannot be used for prospective students, to recruit new students, or alumni. Several guidelines to follow under this.
 - b. Xander had a question regarding when SLICE requested funding for CAT Camp and denied on the basis of this group not being students.
 - i. For the sake of S&A and what's allowable. Students are students at CWU if they are enrolled in classes. When this was brought up some of these students were not enrolled in classes. Although we have changed what orientation is now, students used to not register for classes until the 2nd day. Causing these incoming students to be defined as prospective students
- e. Review Open Public Meetings Act
 - i. Prior Notification/Announcement is required under the WA state Open Public Meeting Act. We provide the announcement, and we cannot have meetings privately.
 - ii. Open and Public. This is why there are public comments throughout the meetings. This gives the general student body the access to be involved

and be aware of the responses, and comment before the decisions are deliberated

- f. Parliamentary Procedure
 - i. Organizes and Documents when things are approved and denied
 - 1. Cheat Sheet
- g. Mock Funding Activity – 2 requests
- h. Resources
 - i. S&A website is live and contains guidelines, Policies, and annual reports
 - 1. Cwu.edu > Search S&A or Service Activities
 - a. Links for meetings, previous meetings, and YouTube channel
 - 2. Forms and Resources is where we can see agenda & minutes
 - 3. Annual Reports and Supplemental Reports
 - 4. Financial/Funding Reports
 - a. Annual Financial Reports and Program Reviews
 - 5. Massive amount of information on website such as Killian Outline, Policies, RCWs, and Spending Your S&A Fee Allocation
 - i. Basics – Formal Process
- b. Election of a Chair, Vice-Chair, and Parliamentarian
 - a. Next week we will vote on the Officers of the Committee
 - b. Chair – Presides over S&A Meetings. Serves as a spokesperson when needed. Attends meetings for SURC governance. Won't vote unless there is a tie: tiebreaker.
 - c. Vice-Chair – Back-up to the chair. Attends meetings for SURC governance when Chair is unable to. If any sub-committees are called, the Vice-Chair presides over those sub-committees and helps guide those
 - d. Parliamentarian – Back-up to vice-chair. Ensures committee follows proper parliamentary procedures

Old Business

None

Public Comment – Second Call

Email was sent out to the committee members, inviting them to have lunch with the Board of Trustees. Should be getting a calendar invite from Dania Cochran. ASCWU executive board, several student senators, and student leaders in ESC will be attending

Adjournment:

Alice adjourned the meeting at 6:08pm.

Our next meeting will be October 19, 2023 (online) at 5:00pm.

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