

**Services and Activities Committee**  
**Meeting Minutes**  
**October 19, 2023**

**Called to order:**

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

**Attendance:**

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

Absent:

Guests:

**Agenda:**

**MOTION: Xander made a motion to approve the agenda. Alice seconded. No objections. 6 votes in favor. Motion carried.**

**Minutes:**

**MOTION: Alice made a motion to approve the updated minutes from 12/12/23. Xander seconded. No objections. 6 votes in favor. Motion carried.**

**Reports**

I. Advisors:

- a. Another supplemental funding request came in from Student Media, but they have rescinded. They may request in the future.

II. ASCWU:

- a. Tomorrow is Wellington's Wildfire from 7-9PM at the Pavilion
  - i. ASCWU needs a volunteer, so if you are interested reach out to Nicholas, the ASCWU Executive Vice President
- b. Fee Fair, and one of the fees that will be there will be for S&A
  - i. If you are interested in representing S&A as a Committee Member reach out to Nicholas, the ASCWU Executive Vice President

**Communications Received**

None

**Public Comment**

None

**New Business:**

- a. Committee Fiscal Training
  - a. What is the S&A Fee? This is defined by RCW 28B.15.041



- e. Adding/Expanding Programs (including non student payroll): the request pertains to opportunities to add, expand, or enhance programs, services, or activities that do result in the addition of non-student payroll positions
  - i. Website contains Guidelines and Procedures as it relates to the CWU policies, how to spend your S&A Fee allocation, Killian Outline, and the applicable RCWs
- f. Fund Balance: This represents the amount of cash that the funds started with at the beginning of the fiscal year
  - i. S&A Supplemental is the fee revenue that is brought in whenever someone pays their tuition
  - ii. \$5,784,796.32 is S&A Supplemental Funds
  - iii. \$192,774.36 is what is in Department Funds
  - iv. Last year there was \$1.7 million in unspent S&A allocation, which is included in the \$5.7 million
    - 1. We are allocating out more than what we are bringing in from fee revenue, which was about \$7.3 million
    - 2. Even with the roll-back, fund balances, and 10% reduction we were still dipping into reserves, which is not sustainable
  - v. Requirements: “The S&A reserve fund shall maintain a minimum reserve balance of \$500,000 as emergency reserve for supplemental funding in accordance with section (2) (E)”
    - 1. Of the \$5.7 million in S&A Supplemental Funds, \$500,00 is required to be kept to the side
- g. S&A Funds Management – Financial Overview
  - i. All revenue generated by programs and S&A fees are managed in accordance with applicable laws, policies, and procedures
  - ii. Fund transfers: S&A funds shall not be transferred or shifted from any budget unless approved by CWU administration
  - iii. Excess fee revenues that have not been previously allocated are subject to the S&A guidelines
  - iv. Over-expenditures will result in an account deficit and be carried onto the next fiscal year
  - v. Under-Expenditures will be swept back to be reallocated based on future requests - TBD
  - vi. Unexpended Salary funds will revert back to the S&A Committee after 6 months
  - vii. Annual Reports are due no later than December 1<sup>st</sup> of each year
  - viii. S&A Committee Review – the responsibility for recommending program priorities and S&A funding levels for that portion of program budgets derived from S&A fees shall reside with the S&A fee committee. The committee reserves the right, for good cause shown, to review and recommend changes at any time to any S&A base funding allocation
  - ix. Information pertaining to S&A fees budgets shall be made available to interested parties pursuant to the Public Records Act, [RCW 42.56](#)
- h. Base Funding Adjustments
  - i. “During each year of each four-year funding cycle, the S&A Fee Committee will evaluate the impact of inflationary or other costs on base

funding allocations and may, in the committee's discretion, propose adjustments to those allocations. The recommended adjustments will be subject to the review and approval procedures under section (2) (C), Base Funding Allocation Procedures.”

1. In fiscal year 2023 it was decided that all base funded areas would take a 10% reduction to their S&A Fee Allocation and that all remaining fund balances would be swept back
- i. Debt Service Coverage Ratio
  - i. The CWU Students and Administration agreed to sell Revenue Bonds to help pay for the construction of the SURC. This was done in 2004 – the SURC is scheduled to make its last bond payment in year 2034
    1. The **first** priority per the bond covenant is to pay the bond payment first. This will come ahead of any other operation expenses. The S&A fee is tied to this per the RCW's and the covenant and agreement held with the bond holders
    2. The **second** priority is to ensure that all the operating revenue and expenses equal at least 1.0 or higher ratio
  - ii. The bond covenant
    1. “The University has covenanted and agreed for as long as any of the Series 2004 Bonds remain outstanding that it will at all times establish, maintain and collect rates, fees and charges in the operation of the System that will produce Net Revenues in each fiscal year at least equal to 100 percent of Maximum Annual Debt Service.”
  - iii. How is it calculated
    1. Net Revenue = Operating Revenue – Operating Expenses
    2. Debt Service Ratio = Net Revenue ÷ Max Bond Payment
  - iv. Fiscal Year 2024 S&A Allocations
    1. We distributed \$7.4 million
      - a. The allocation is front loaded and brought into the fee revenue each quarter as tuition is paid
- j. For more information see the S&A Website:  
<https://www.cwu.edu/about/offices/services-activities/>
- b. Questions?
- c. Joey – Sneak Peeks
  - a. Supplemental funding requests as they come
  - b. Looking over the current status of the S&A fee for this year
    - i. Recommendations from Erin about how we proceed for this year
  - c. 10% proposed reduction, which was set 2 years ago to be reviewed
  - d. Conversations about whether or not to roll back unspent salaries and unspent funds

## **Old Business**

- A. Election of a Chair, Vice-Chair, and Parliamentarian

- a. Chair: Runs and proceeds us through the meetings by following the Agenda. Typically, does not vote (unless there is a tie) or make motions. Responds if there is a request for formal communication.
    - i. Alice nominated Jared Osborne to be the Chair. Jared accepts the nomination
      - 1. 5 votes in favor of electing Jared Osborne to be Chair. 0 opposed. 1 Abstain
      - 2. Jared is the S&A Chair.
  - b. Vice-Chair: Back-up to the Chair and Chairs subcommittees
    - i. Xander Johnson nominated himself
      - 1. 5 votes in favor of electing Xander Johnson. 0 opposed. 1 Abstain
      - 2. Xander is the S&A Vice-Chair
  - c. Parliamentary: Back-up to the Vice-Chair and ensures that the Committee is following Parliamentary Procedure
    - i. Alice Williams nominated herself
      - 1. 5 votes in favor of electing Xander Johnson. 0 opposed. 1 Abstain
      - 2. Alice is the S&A Parliamentary
- B. Discussion on regular meeting date & time
- a. Alice suggested bi-weekly meetings with more frequent meetings as more requests occur
  - b. Xander added that meeting weekly allows for funding requests to get pushed through faster with less time constraints
  - c. Jake stated that if everybody can make the weekly meetings, we could always end the meetings earlier if necessary
  - d. Jared mentioned that he has a commitment that requires him to leave at 6PM every other week. As long as we are around an hour at those times, he would be fine. If we are going over then every other week would work better for him
  - e. Nicholas agrees with weekly meetings as an hour since an hour would be easier than a 2-hour bi-weekly meeting
  - f. Jared adds that an hour was fine last year, but if things get busier this year it could get really hard to estimate. We could potentially switch it mid quarter if it becomes a problem
  - g. Joey mentions that the Committee has the ability to adjust as needed as long as we provide that advance notice with the public meeting part of it
  - h. Alice reminisces on a few meetings last year that were 15-20 minutes
  - i. Joey explains that for Fall quarter we have some pieces to look at such as the budget and making some kind of decision for the allocation for this year and what we do. And quickly look over the program review questions to see if there is any edits or tweaks before sending them all out to the units. Starting winter quarter is when we will start looking at annual financial reports and program reviews. This may make fall quarter a bit lighter than the others, but we will try to spread them

out. The only part we don't know is if we're going to get inundated with supplemental requests at some point, which throws off the planning.

- j. Xander asked if we set this time presently, is there not an opportunity to potentially change it midway through winter corridor say we have too many things we need to do where the meetings are too busy?
  - i. Joey confirmed that the committee absolutely could. If they get to the point winter quarter where the committee realize, no, they just have way too much to do in an hour, they can look at adjusting it
- k. Xander made a motion to set the meetings to be 1 hour weekly with the opportunity to adjust that time if necessary. Alice seconded. 6 votes in favor of electing Xander Johnson. 0 opposed. 0 Abstain

### **Public Comment – Second Call**

- A. The S&A Meetings are now on the CWU Events webpage. This contains the Zoom links and meeting times.
- B. Tomorrow is Nicholson Pavilion Ribbon Cutting at 4 PM, the Wildcat Wildfire is in the Nicholson Pavilion at 7 PM, and the Comedian for Family Weekend is at 9 o'clock
- C. Fall Abundance festival in the Northside Commons from 5-6:30 PM

### **Adjournment:**

**Alice adjourned the meeting at 6:05pm.**

**Our next meeting will be October 26, 2023 (online) at 5:00pm.**

Check out our website at [www.cwu.edu/services-activities](http://www.cwu.edu/services-activities)