

Services and Activities Committee
Meeting Minutes
October 26, 2023

Called to order:

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

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. Nick seconded. Motion Carried. 5 (yes), 0 (no), 0 (abstentions)

Minutes:

MOTION: Xander made a motion to approve the updated minutes from 12/19/23. Jake seconded. Motion Carried. 5 (yes), 0 (no), 0 (abstentions)

Reports

I. Chair:

a. None.

II. Advisors:

- a. Joey may be late for next week's meeting due to an in-person obligation, but he might have to miss next week's meeting due to the in-person obligation
- b. Joey will be unable to attend the following meeting as he will not be in the country

III. ASCWU:

- a. The ASCWU Halloween office party is tomorrow (10/27) from 5-7
 - i. There will be a Halloween themed door decoration contest, which attendees can vote on
 - ii. There will be an equal opportunity drawing for students at the Haunted Halloween Party in ASCWU tomorrow as well
- b. If there is anyone interested in representing the S&A funding committee at the Fee Fair reach out Nick (ASCWU Executive Vice President)

Communications Received

- A. The committee got a new supplemental funding request, which will be on future agendas

- B. A Base Funding unit will be coming forward to request a slight change in the use of funding

Public Comment

None

New Business:

- a. S&A Base Funding Program Review Questions – Review & Finalize
 - a. The program review questions are questions that are going to be sent out to all the base funded units to answer about this year. The intent is twofold:
 - i. Gives the committee a chance to review these answers and provide feedback for this year
 1. Such as asking for more information
 - ii. Provides each year of the four-year funding cycle a historical set of documents. The Committee next year can look back at all 4 years and see either how things have progressed or changed or how they responded to the feedback from the committee
 - iii. Big Question: Are these units using the funded as intended?
 - b. There are only 4 questions on the annual financial reports. The committee will look at the financial report at the same time as the annual financial report from last year.
 - i. Annual Financial Report Questions:
 1. Were there any vacancies for more than 6 months?
 2. What's the purpose of your program?
 3. Was there any transfer of expenses? If so, what was that?
 4. Explain any under or over expenses.
 - ii. Then the committee looks at the Annual Program Review answers
 1. In what ways does your program support CWU students? Please be specific, yet concise.
 2. What are your specific program goals or learning/operational objectives? How are you assessing the effectiveness of your program in achieving those targets?
 3. What is the overall purpose of your program and what service(s) does your program provide? Are there overlaps or intersections with other university programs who have a similar purpose or service?
 4. How does your program align with the purpose of S&A funding? "Supporting cocurricular and extracurricular activities and programs participated in by students in the furtherance of their education."
 5. Please provide specifics on how your program supports and aligns with CWU's strategic plan (https://www.cwu.edu/about/mission-vision/_documents/cwu-vision-mission-values-strat-plan-bot-approved.pdf)?
 6. Please provide detailed information regarding who utilizes your program? (Students, faculty, staff, community? Specific

demographic information? Class standing, gender, ethnicity, transfer, campus location, etc.)

7. How many unique CWU students utilize your program or services? How do you gather these metrics? If you do not, what is preventing you from getting that data and how are you determining usage by CWU students?
 8. Are there any current vacant positions in your program?
 9. Given the budget reductions taking place and continuing for the remainder of the funding cycle, please tell us what specific impacts those reductions have had on your program compared to what was originally planned and including in your initial base funding request.
 10. Are there any circumstances or challenges that are currently impacting your ability to use your base funding allocation this year?
 11. What growth or increases would you like to see in your program in the future?
- iii. The committee has been asking these questions for the last 3 years, which began the last year of the previous cycle with a few minor tweaks
 - iv. Changes can be made with the sake of receiving consistent responses, which will be used to compare from previous years
- c. Jared suggests various edits as they relate to grammar and the purpose/intent of the questions
- i. The grammar edits were suggested to make it easier for those that may struggle with the wording
 - ii. He also pointed out that the first question is similar to the fourth question. He entertained consolidating those questions to ask another question instead.
 - iii. Jared felt that the wording of 11 was a Wishlist ask. He pointed out that CWU is on a tight budget crisis with a projection to go into a further budget crisis (referencing the Board of Trustees reports). The wording could be misleading in making people think the committee has more money than there is and suggests rephrasing such as “What growth or expense increases do you anticipate seeing in the future?”
 1. Alice commented that the Wishlist question is invaluable as it shows the ideal goals which tell the committee the intent of the program
 - a. Jared agrees but believes that the committee can still get that information with the suggested rephrasing as well
 - iv. Jared suggests adding a question asking “What percentage of your program’s funding is coming from S&A?” which would help the committee understand how much of an impact S&A funding has on that program.
 - v. Jared is open to hearing others’ opinions
- d. Alice feels that the edits mentioned are pedantic and inquired about the goals for the edits other than clarification. She asked Jared if there were any edits that

would change what the intentions are, which would impact the information the committee gets out of them?

- i. Jared was considering changing 4 due to the redundancy of question 1 with the intent of getting the same information to just rephrase the wording. He explained that the changes are mostly grammatical but also to clarify what is being talked about. Jared's worried that the wording may be confusing to some readers, so these edits are mainly to help those confused readers.
- e. Nick asked if the committee is limited to 11 questions
 - i. Joey answered that the committee can make additional questions, but he cautioned avoiding massive additions. He believes that Jared's suggested new question is very straightforward in a lot of areas, which is a potentially useful one. Opening the floodgates of questions may result in the Base funding units needing more time to complete the questions, but there are no limits to what the committee decides
- f. Xander does not see the need for most of the edits, but he is interested in condensing questions 1 and 4 because the questions are similar and would be beneficial
- g. Jared asked Joey if he believed that the answers for Questions 1 and 4 were similar
 - i. Joey adds that the purpose of question 4 is to get more specific into the S&A guidelines, or the specifics, in how these tie into the policies. Whereas as question 1 is broader in how it supports students even outside of the purpose.
 - ii. Xander asked if Joey would recommend that the committee not adjust questions 1 and 4?
 - iii. Joey does not see it as a huge hindrance/redundancy on the people answering is. However, he does not know what next year's committee will find useful to them regarding base funding
 - iv. Joey recalls question 1's purpose as to "what is the benefit." Question 4 was to ensure that programs were thinking about the purpose of S&A funding and confirming if funding is really tied to S&A funding. The committee 3 years ago chose to have those be separate questions
- h. Alice asked Joey if these were the questions that were used last year
 - i. Joey answered that the only change was number 5, which was updated to include the new mission and vision
 - ii. Alice recalls that every question was an either or. Either they were not going to answer any extra question, or they would answer every question with different answers. Both are extremes, but one is more helpful than the other. She affirms that the committee may not want to omit questions but to instead reword and clarify
 - iii. Jared affirmed that he is not trying to omit 4 but is just suggesting things that he noticed. He is not expecting the suggestions to go through but to improve the questions that are being asked. He is open to suggestions
- i. Joey asked for others clarification regarding Questions 1 and 4 regarding redundancy as well as adding a question "What percentage of your program's funding is coming from S&A?" which is not a specific question that is asked on

the financial reports. However, it is typically asked on base funding part but does not think that it is a bad idea to add the question and opened the floor up for discussion as it relates to the questions.

Question 1: *In what ways does your program support CWU students? Please be specific, yet concise.*

Question 4: *How does your program align with the purpose of S&A funding? "Supporting cocurricular and extracurricular activities and programs participated in by students in the furtherance of their education."*

- i. Alice sees Questions 1 and 4 as different questions. She suggests keeping both questions but add the additional question that was introduced. She is not for merging Questions 1 and 4.
 - ii. Jared does not want to merge or delete but raised the question for discussion as to whether they are asking the same thing or not
 - iii. Spencer stated that he sees 1 and 4 as different questions. 4 is asking more "Why do you align with funding?" rather than "how do you support CWU Students?"
- j. Nick asked if the committee adds this question would these programs have the knowledge to answer it?
 - i. Joey answered that they should know that, but if not, they could easily get that information through SURC Accounting. The committee could ask them a little differently.
 - ii. Nick thinks that it may be good to add a little bit more context of how much S&A funds are being used to each program vs another source of income they have. Although he appreciates Jared bringing attention to Questions 1 and 4, Nick believes that those questions are fine as they are.
- k. Alice thinks that all the grammatical edits that Jared made make sense. She asked if it would be viable to make a motion for grammatical edits and not the other items.
 - i. Jared suggested specifying which ones are grammatical versus which ones are not grammatical
 - ii. Alice clarified which are grammatical and which are not. They are the comments made on the document outside of Questions 1 and 4 and the additional question.
- b. **MOTION: Alice made a motion to approve the grammatical edits not including additional question or overlap as it relates Questions 1 & 4. Xander seconded. Motion carried.** 5 (yes), 0 (no), 0 (abstentions)
- c. Joey clarified that motions can be made to change or tweak. There does not need to be a motion or vote to NOT change anything
- d. Jared asked if there were any motions regarding the similarities of Question 1 & 4, to ignore the whole thing (which is no motions), or to sustain questions
- e. **MOTION: Xander made a motion to sustain questions 1 and 4 to remain as they are. Alice seconded. Motion carried.** 5 (yes), 0 (no), 0 (abstentions)
- f. Alice asked for the question suggested to be read out loud
 - a. Jared read "What percentage of your program's funding is coming from S&A?"
 - b. Joey suggested "What is the total funding for your program, and what percentage of that funding is coming from S&A?"

- g. **MOTION:** Alice made a motion to approve and add Joey's suggested edit as a final question. Nick seconded. Motion carried. 5 (yes), 0 (no), 0 (abstentions)

Old Business

- A. Joey noticed that the minutes from the October 12th meeting are the Agenda duplicated. They will be adjusted accordingly.

Public Comment – Second Call

- A. Joey stated that Jared did a great job running the meeting. He was entertained and they got the business done

Adjournment:

MOTION: Jared made a motion to adjourn. Alice seconded. Motion carried. Meeting adjourned at 5:48 p.m. 5 (yes), 0 (no), 0 (abstentions)

Our next meeting will be November 2, 2023 (online) at 5:00pm.

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