

Services and Activities Committee
Meeting Minutes
November 16, 2023

Called to order:

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

Attendance:

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

Absent:

Guests:

Agenda:

MOTION: Alice made a motion to approve the agenda. Xander seconded. Motion Carried. 5 (yes), 0 (no), 0 (abstentions)

Minutes:

MOTION: Spencer made a motion to approve the updated minutes from 11/9/23. Alice seconded. Motion Carried. 5 (yes), 0 (no), 0 (abstentions)

Reports

I. Chair:

a. None.

II. Advisors:

a. Erin and Joey met with the VPs notifying them of tonight's vote

b. Next week we will not have a meeting due to the holiday, so the next meeting is the 30th of November.

i. This will be our last business meeting of the quarter. We will come back the day after classes start in Winter (1/4/2024)

c. We have a supplemental funding request that will be presented at the meeting on the 30th

d. All of the program review questionnaires to the base funded units were sent out, which are due December 15th. We already received our first one today

e. The annual financial reports will be going out since they are due December 1st

III. ASCWU:

a. Tomorrow is the Fee Fair from 11-1PM (Nov 17th). If you would like to volunteer for S&A with Nick, let him know

i. The fee fair provides students with awareness for fees and the resources they would need. This also lets students know how these fees are being used to provide students with resources.

Communications Received

The only communication we received was about the annual financial reports. There were questions from some base funded units about those coming out.

Then there was communication and some questions about filling out the program review questions. We clarified the supplemental request that will be coming on the 30th.

Public Comment

Xander appreciates the effort going into the minutes. Good job writing all the minutes, Mia.

New Business:

None.

Old Business

A. S&A Budget Proposals FY24 – Deliberation & Voting

a. Base Allocation Reductions – 10% reduction

- i. Jared recapped that the committee had only one 10% reduction and we are proposing to continue that 10% reduction, which would give us another 3 quarters of a million dollars off of our expected expenditures, somewhere around that. Leaving us a shortfall of about \$1.5 million
 1. Joey clarified that the 10% rollback of the \$740,000 would not leave an additional \$1.5 million deficit but leave about a \$800,000 deficit.
 2. The total was \$1.5 million, so a 10% reduction would wipe out \$740,000 of the \$1.5 million deficit leaving approximately \$800,000 that we would still have to pull from reserves
- ii. Xander is in favor of what Erin brought up last week as our situation has not changed very much and this doesn't change very much either. He does not think there's much of a reason to stray from Erin's suggestions

MOTION: Nick made a motion to put in place the 10% reduction but still to be determined by the VP where that strategically lays. Xander seconded. Motion carried. 5 (yes), 0 (no), 0 (abstentions)

b. Salary Savings – Roll back after one month vacancy

- i. Erin explained that unfilled positions result in the salary getting rolled back after 6 months. She is suggesting rolling back those salary savings every month, which sort of works with the 10%
 1. Should an area's salary savings accumulate to 10%, they wouldn't receive an additional 10%. Causing people to collect that 10% now instead of waiting until the end. Helping them be more intentional about where the rest of the rollbacks are
 2. Her recommendation is to align with what the University does and to roll those back every month. This would help the University be ahead of the game on that, which aligns with what the committee decided to do last year
- ii. Jared stated that this does not prevent people from re-requesting those funds. If they fill the position or decide they prefer having the funds for another purpose, they could still re-apply for those

1. Erin clarified that there would be no need to reapply as the funding going forward remains because that funding isn't actually being taken away. It's just the unused portion of the funding is being taken away.
2. Joey clarified that our request is for a temporary adjustment because our policy says 6 months. We will be looking at updating our policy later in the year to be permanent.
 - a. The money that goes back to the S&A general allows those base funding units to make sure that there's some supplemental, which supports the ability for those units to come in and request supplemental. If they have a vacancy but they want to use that money for something else they can come in as a supplemental request, which helps support the ability for those one-time funding to come to the committee
- iii. Nick asked if the monthly rollbacks would go into the 10% reduction, or is that completely separate?
 1. Joey answered that it would feed into that. If an area had salary savings that would eat away at the 10%. If they have a vacancy and salary savings that exceeds the 10% that would still roll back. The 10% is kind of the bottom line. They're going to roll back at least that much back. If the position stays vacant all year the other part to clarify is that the salary savings roll back is for professional staff positions. Student positions are treated differently, which is a separate process.
- iv. Xander asked if the salary savings are when money is saved and doesn't roll back into the department's budget. Does it roll back into the committee's budget, or does it roll back into the department budget? He's admittedly a little confused
 1. Erin clarified that the S&A fee is paid out of one pot that's not anybody's budget, which is the S&A fee fund. That fund we pay out of that all of the allocations come from and when anything is swept back, it is swept back into that pot.
 - a. So, if it goes back into the S&A fund like in the past, there would be unspent funds that would be maintained by the dept to spend down the road and what we're doing is they know for one, it's kind of like giving them the money for that year that's allocated. Anything that they aren't spending goes back into the fund, which enables the committee to say that they've swept these unused funds back and they have the option to reallocate it for supplemental funding.
 - b. Keep in mind that it's not extra money because we allocate more money than we bring in. The reason we are sweeping back into the fund is because we're actually spending out of reserves. There's no department that's going to benefit

from this. It comes back to the committee to be allocated out later to reduce the deficit spending.

2. Xander clarified that he was uncertain whether or not the department would continue to use the unspent funds or if it would go back to the S&A fund, but it makes more sense and thanked Erin.
3. Spencer agrees with Xander

MOTION: Xander made a motion to approve the monthly salary savings rollbacks. Spencer seconded. Motion carried. 5 (yes), 0 (no), 0 (abstentions)

- c. Unspent Funds – Rolled back at end of fiscal year
 - i. Erin explained that typically the unspent funds can be spent next year, which means carrying forward. Last year we rolled everything back that was a positive balance. If they had overspent or had a negative balance, we would let them carry that forward. To make up for this year. Anything that was over is always brought back into the S&A fund and recommends that we do that again. This is something that is done at the end of the year.
 1. Last year the committee rolled back almost \$1.7 million, but this was 2 years' worth of rollback. She does not expect to see that again. Rolling that money back might encourage a behavior of spending and she wouldn't expect that people would leave that much money on the table again. Plus, that was 2 years' worth of roll back
 2. It's a good idea to bring that money back; if they didn't need or spend it, the committee would bring it back into the fund and then that can be part of the allocation for next year
 - ii. Joey explained that they are voting on unspent funds because the policy says that the department can keep the funds until the end of the quadrennial and then it rolls back. As we look at updating the policy this is something, moving forward, we might look at just permanently putting in place so they can only spend their allocation the year it's allocated, and anything left would roll back, which further supplements a supplemental budget for them to ask questions
 - iii. Erin clarified that the rollbacks can be described as any funding. If you were to take your total allocation and your total expenses which would be all your goods and services. Essentially, we are taking salary savings every month, but it would include any of that and then your goods and services, which is where your student payroll is typically paid from the goods and services budget, and it would be anything that's left. It could include whatever they would have spent for students but usually by then they've either spent it or not, so it's kind of a surplus

MOTION: Nick made a motion to rollback the unspent funds at the end of the fiscal year. Alice seconded. Motion carried. 5 (yes), 0 (no), 0 (abstentions)

Public Comment – Second Call

Erin thanked the group and wished them all a great long break. She hopes everyone has a nice time.

Adjournment:

MOTION: Xander made a motion to adjourn. Nick seconded. Motion carried.
Meeting adjourned at 5:33 p.m. 3 (yes), 0 (no), 0 (abstentions)

Our next meeting will be November 30, 2023 (online) at 5:00pm.

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