

Services and Activities Committee
Meeting Minutes
November 30, 2023

Called to order:

Jared called the meeting to order at 5:06pm.

Attendance:

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

Absent: Xander Johnson

Guests: Gretchen Lohse, Jennifer Green, Yohanes Goodell, Charis Jones, Lola Gallagher, Lily Montgomery

Agenda:

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

Minutes:

MOTION: Spencer made a motion to approve the updated minutes from 11/16/23. Alice seconded. Motion Carried. 4 (yes), 0 (no), 0 (abstentions)

Reports

I. Chair:

a. None.

II. Advisors:

- a. This is our last meeting of the fall quarter, and we will reconvene Thursday January 4th, which is after Winter Break
- b. The Committee will start Winter Quarter by reviewing Annual Reports and Program Reviews
 - i. The first meetings will be an overview of what that looks like, which will be posted on the [website](#) before the first meeting
- c. Annual Financial Reports – Extension
 - i. This looks at last year's financial pieces, which is due December 1st
 - ii. Hoping to give the departments an extension to ensure that the data is verified before going out
- d. Program reviews look at the current year and are due December 15th
- e. The advisors suggested the committee to approve the extension so nobody gets penalized
 - i. Erin explained that there has been a variety of issues with reporting such as staffing issues. Giving the departments extra time will ensure that the data is good before it goes out. Extending the deadline to the 15th would align with the other reporting that is due that day

- ii. Joey explained that the committee does not meet until January, so it would fall on the advisors to get the reports vetted and uploaded before the next committee meeting. He is asking to give a bit of reprieve to some of those areas since there were issues with running reports and the errors
 - 1. He is asking that the committee motion to approve the extension of that deadline so one gets penalized since it wasn't

MOTION: Nick made a motion to extend the Annual Financial Reports to December 15th, 2023. Alice seconded. Motion carried. 4 (yes), 0 (no), 0 (abstentions)

III. ASCWU:

- a. Fee Fair resulted in 84 students in attendance with a lot of valuable feedback from students and those hosting the event. There was a lot of good student interaction
 - i. We might do this again in the Spring Quarter to increase student awareness
- b. Nick has an idea to do an S&A Fair with a lot of the departments to bring student awareness
 - i. This would get that interaction with students as well identifying what S&A contributes to: departments and programs.
- c. There have been more conversations about having a Multi-Cultural Center
 - i. Check out the Multicultural Instagram @cwumcc_design, or follow up with Nick, for more information
 - 1. Instagram link: https://www.instagram.com/cwumcc_design/

Communications Received

- a. CFO/SVP F&A Response
 - a. The motions that the committee approved about the current fiscal year's budget reductions, base allocation adjustments, temporary rolling back of unspent funds at the end of the fiscal year, and the salary savings after one month were all approved by the CFO (Joel Clucking)

Public Comment

Erin would like to wish everybody good luck for their finals and hopes they have a great long break that leaves them refreshed. She cannot wait to see everyone next year

Lola apologized for arriving late as she had massive technical difficulties and forgot that it was snowing. She is happy to be here and wishes to attend more often as this is her favorite committee on campus

Mia clarified that she is not an advisor but the Secretary for S&A and just takes the minutes

New Business:

- A. Supplemental Funding Request – Presentation: *2404: Observer/Pulse ACP National Conference - \$8,152*
 - a. There is an opportunity to attend the Associate Collegiate Press (ACP). This is being presented by the students as student media from the Observer and PULSE. The conference takes place in San Diego from March 7-9th of 2024

- i. The ACP conference provides essential training to complement what students learn in classes to improve their work. This is done by learning from experts, professionals in the field and examples of what other student media are doing
 - 1. The training complements the things learned in classes for PULSE and Observer, which would improve the work that is put into the community
 - ii. Attendees would engage with 500+ students, faculty advisors, and professionals across the nation
 - 1. This provides an opportunity to see what can be done with student media at CWU as well as future career opportunities that align with what students are studying
 - 2. As well as see what other student media outlets are doing across the US, which they believe would be enlightening. PULSE would like to take into account what they see around them in the world when it comes to other student media, so being able to interact with other student media members, advisors, and media professionals firsthand would give ideas for PULSE and other student media at Central
 - iii. They are hoping this would result in noticeable improvements to CWU's student media by providing more fresh content and new ideas, which would provide them with a better capacity to benefit campus, community readers, and engagement with their sources.
- b. They are requesting \$11,610, which includes conference registration, flights, lodging, and meals
- i. Flights: $\$3,000 = \$300 * 10$ students
 - ii. Lodging: $\$3,880 = 8$ students for 4 nights * 5 rooms
 - 1. $\$194/$ night
 - iii. Registration: $\$1,400 = \$140 * 10$
 - iv. Meals: $\$3,330 = \$74/\text{day}$, first and last day of travel at 75% of total M&EI ($\$56$) * 10 students
 - v. 10 students each
- c. Lilly added that this is higher than the initial number discussed with the committee due to a change in the number of students attending the conference. They were taking about 8 students and are now taking around 15 students from PULSE and Observer each because they want to give everybody the opportunity to attend
- d. Jared asked if this was for all undergraduate students
- i. Lilly answered that there is mostly undergraduate students and one graduate student from PULSE
- e. Gretchen added that the number is higher than initially requested because they gained more interest in the conference. She thinks that it shows the learning opportunity as students see what a great learning opportunity it is, and students would benefit from this conference. And there is real desire to go. Even though the number is a little bit higher than what was originally requested she thinks it shows how this conference could benefit the students

- i. Jenniffer added that they are including juniors and seniors, so that they would have people that are learning at this conference who can stay on student media for at least a year
- f. Nick asked for more information as to what the conference would be like
 - i. Jennifer explained that the students presenting have never been to one of these conferences before. There is no agenda at this time, so they do not know who the keynote speakers would be. They can share a full-page piece that was published to last year's Observer, and they decided to publish their own accord as they felt that they got a lot out of that conference, and they wanted to share it with all their readers. The keynote speakers last year were Woodward and Bernstein, which attracts high level presenters. This gives the students a chance to have a professional critique of the Observer and PULSE. They go all throughout the day and each day they could go to sessions, which are led by students, other faculty, and professionals. These sessions range from reporting, interviewing, social justice issues, how to maintain your objectivity when you are reporting, ethical questions, photography, and graphic design. They encourage students going to split up and share what they learn from the different sessions. Sharing what they learn creates an opportunity for every student that is involved with student media to learn something new and just get some refreshed ideas for what they want to do with them. This is an opportunity for every student involved to learn something new and get some refreshed ideas for what they want to do with the Observer and PULSE on campus
- g. Jared requested the article that they offered which was published last year. This was included in the chat as an accompanying video within the link:
<https://cwuobserver.com/23602/scene/mediafest22-cwu-editors-traveled-to-washington-d-c-for-convention-opportunities/>

Old Business

None

Public Comment – Second Call

Alice stated that she thinks conference opportunities are amazing and thinks that it is a great idea

- a. Jared agrees despite not getting a vote

Joey hopes the students have a wonderful winter break and they will see them all next year

Adjournment:

MOTION: Chair adjourned the meeting at 5:33 p.m.

Our next meeting will be January 4, 2023 (online) at 5:00pm.

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