

**Services and Activities Committee**  
**Meeting Minutes**  
**November 9, 2023**

**Called to order:**

Jared called the meeting to order at 5:05pm.

**Attendance:**

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

Absent: Joey Bryant, and Spencer Winters

Guests:

**Agenda:**

**MOTION: Xander made a motion to approve the agenda. Jake seconded. Motion Carried. 3 (yes), 0 (no), 0 (abstentions)**

- Alice Joined after the vote was counted

**Minutes:**

**MOTION: Alice made a motion to approve the updated minutes from 11/2/23. Xander seconded. Motion Carried. 4 (yes), 0 (no), 0 (abstentions)**

**Reports**

I. Chair:

- a. None.

II. Advisors:

- a. None.

III. ASCWU:

- a. Next week is the Fee Fair from 11-1PM on Nov 17<sup>th</sup>

**Communications Received**

None

**Public Comment**

Mia stated that even though he's not here, this Tuesday was the advisor, Joey Bryant's birthday. Happy Belated Birthday, Joey! Even though you're not here right now if you're here in our hearts.

**New Business:**

A. S&A Budget Proposals FY24

- a. Base Allocation Reductions

- i. This year the S&A fee was increased, which helped. CWU's tuition projection is up a little bit from where we were at last year. Maybe by a

couple \$100,000 per quarter. Last year the committee decided to do a 10% reduction to all of the base funded areas.

- ii. The allocation was \$745,000, which was rolled back into the S&A Fund.
  1. The total tuition that was collected, Tuition being the S&A fee portion of the tuition, was \$5.2 million. Leaving a total deficit of almost \$2.2 Million deficit. The hope is to bring in at least as much as we allocate out, otherwise we are spending into reserves and things.
  2. Although they brought back \$745,000 there was an additional decision made to roll back all of the unspent funding, which would have been an accumulation over 2 years
- iii. Alice asked if the 10% was a second 10% as the year prior to last the committee decided to also roll back the 10%
  1. Erin was only seeing the \$745,000. Perhaps there was something in the prior year. Perhaps there was an additional reduction to the initial allocation which doesn't sound as likely because the budget of the allocation was set for 4 years. She can find out for Alice but is not how Erin understands it from the numbers reflected.
  2. All of the unspent funds of the previous 2 years was brought back, which was about \$1.7 million
  3. After the unspent funds were brought back there was a fund addition of \$317,000
- iv. The \$1.7 million rollback was a onetime thing as it built up over the course of 2 years. This is not something that the committee will be able to rollback every year.
  1. Rolling back funds regularly can impact how future funding is spent
    - a. If you know you have \$50K, you are probably more likely to spend it. In this there's no sort of savings account.
    - b. Erin is hesitant to say what that unspent funding portion might look like going forward
- v. An additional \$317,000 was brought back from what was allocated out, which is almost nothing/flat. It allows the supplemental funding and things like that. Looking forward into the current year we are expecting to have a little bit of additional tuition revenue at about \$5.8 million, which still leaves us at a deficit of a million and a half. From what was allocated out to what was brought in in the fee revenue.
- vi. Erin suggests doing the 10% reduction again, which is not an additional 10% but sort of the same 10%
  1. This will get them to a deficit of \$811,000 *without knowing what that is going to look like (reserves)* \_\_\_\_\_
  2. Erin believes that they can spend some of their reserves down to get them through the rest of the quadrennial
  3. Without knowing what that is going to look like (reserves)
  4. Mentions that their salary savings policy is to sweep salary savings after 6 months, so if a position is unfilled for 6 months, then we would take that amount of that budget back

- a. It's all going back to S&A funds and not anywhere else
- 5. Erin recommends a monthly salary sweep. Means that when a position is empty rather than the department spending their savings on goods and services, or something else, we would just bring that money back. Once the position is filled then of course that funding is back there, but it might provide a little cushion for supplemental funding in the year
- 6. Looking at the unspent funds at the end of the year it is likely that it will be significantly less, and it would still lessen the impact on what the reserve spending would be
- vii. Next year would be the 3<sup>rd</sup> year in the quadrennial cycle. We would continue needing to reduce spending so that the allocation amount is closer to what our anticipated tuition dollars are. We cannot indefinitely spend out of the reserves because they are not an infinite resource.
  - 1. Looking forward, there's no indication that anything drastically will change
- viii. The administration has eliminated any S&A fee waivers. Sums up to approximately \$400,000 - \$500,000 a year, which will not help current students. It will take a few years for this change to have an impact
- ix. Next year we will look at something closer to a 15% reduction in order to get to the 20% reduction that we will probably need going into the next quadrennial cycle.
  - 1. Unless there are some drastic changes in enrollment.
- x. Erin proposes:
  - 1. A 10% reduction in the fee allocation for this year
  - 2. Monthly salary sweeps, which Erin can provide data on how much money that would save
  - 3. Unspent funds are different from what our policy is, so we should look at bringing that back to reduce the impact on the reserve spending
- xi. Nick asked for clarification on the deficit. Is it \$1.7 million?
  - 1. Erin explained that we are currently at a deficit of \$1.5 million for the current year compared to what we allocate out versus what we anticipate bringing in through tuition
  - 2. Then this year we allocated \$7.4 million
- xii. Xander asked for clarification on the recommendations. Implementing a 10% base reduction would keep us at the 10% base reduction we've had previously, so it's not changing a lot?
  - 1. Erin explained that is correct. SURC Accounting put a tentative reduction in those and so it's something that saying just in case we did do things the same way last year so it is something that is sort of tentatively build into the budgets currently. It would not be shocking for anybody to see this year
- xiii. Nick asked if the 10% reduction would result in an additional \$811,000?
  - 1. Erin explained that if we are able to reduce the if we do reduce the allocation by 10% then yes we will be at it still at an \$811,000 deficit which would be spending into our reserves which is what

they're there for in a short term situation, but definitely not of course in long term that isn't including any potential unspent funding rollback from the other two items from any salary savings or any of the end of year unspent funds that we roll back so that would reduce the amount

2. Nick clarified that the 10% would leave the \$811,000 in the deficit

b. Salary Savings

- i. Before the reductions, the current policy is to roll back the unfunded salary budget every 6 months. So, if there was a position in somebody's office that was unfilled for a couple of months, then the savings from not spending it on a salary would be available for other things. But, if it was to go beyond 6 months, then we would take that funding for the salary that was not spent and bring it back to the S & A fund
- ii. Last year it was changed to be every month. So, for every month that a staff position was unfilled, then we would bring that salary savings, or unspent funding that was meant for a salary, back to the S&A fund
- iii. Erin recommends going back to what was done last year, which pulled the salary savings funding back every month.
  1. This way the funding is still available for when the position is filled, but any of the unfilled position's salary savings would be reallocated to supplemental funding or the S&A fund to lessen the impact on reserves

c. Unspent Funds

- i. Unspent funds was part of the \$1.7 million rolled back at the end of last year
  1. Last year was a combination of 2 years' worth of funding that went out to the areas
  2. In the past that unspent funding rolls along through the 4 year cycle and is available to be spent
  3. Last year the committee pulled that unspent funding back into the S&A fund and then reallocated out
  4. Erin does not believe that there would even be half of that available at the end of this year. She thinks bringing funding like that back, it impacts the way people behave regarding future spending and saving.
  5. Erin recommends that any unspent funding at the end of this year should be brought back because the funding is for the current students. Bringing it back allows the committee to make an intentional decision for how it goes out again such as lessening the impact on reserve spending, supplemental, etc. She does not think we should have areas carry the FY 24 allocation into FY 25 and instead be brought back into the fund.
- ii. Nick asked how much the reserves are now?
  1. Erin answered that the current fund balance is \$5.7 million. The required amount on that is the bond payment. Last year they began the year with a \$4.7 million. There's also investment earning income that goes into that fund that we don't necessarily allocate

out, but it invests money and so there are earnings that accumulate there

B. Questions?

### **Old Business**

A. Deliberation & Voting: Base Funding Allocation Usage Request – Career Services Westside

- a. Erin explained that the salary savings connects to the other conversation we were having with the funding. ?
- b. Jared, explained that the S&A website on the CWU page has supplemental information regarding the West Side Career Services, the data they requested last week is there as a supplemental data package
- c. Last week Alice had requested analytics of how many students are being serviced on the West Side Centers
  - i. This data is 2021-2022, but answers the question Alice asked last week
    1. Erin thinks this is from last year as we did not receive and upload it this year
- d. Jared asked if we received any supplemental funding information that relates to this, but there was not any
- e. Xander does not think that there is much that is needed to be discussed and that we are just moving funds from one place to another. Since Career Services is intending to use this for meaningful connections with students on the West Side (which does not always get a lot of support), there is no reason we should not let them do that
  - i. Alice agrees with what Xander said
- f. Jared opened the floor up for rebuttal.

**B. MOTION: Alice made a motion to approve the Base Funding Allocation Usage Request for the Career Services on the Westside. Xander seconded. Motion carried. Meeting adjourned at 5:48 p.m. 4 (yes), 0 (no), 0 (abstentions)**

### **Public Comment – Second Call**

Erin appreciates the work that they all do on this committee and the fact that there's real decisions being made and so it's just a really fun for her to get to watch

### **Adjournment:**

**MOTION: Xander made a motion to adjourn. Nick seconded. Motion carried. Meeting adjourned at 5:43 p.m. 3 (yes), 0 (no), 0 (abstentions)**

**Our next meeting will be November 16, 2023 (online) at 5:00pm.**

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