

Services and Activities Committee
Meeting Minutes
September 21, 2023

Called to order:

Joey called the meeting to order at 5:02pm.

Attendance:

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

Absent:

Guests: Malik Cantu, Michelle Carrillo, Charles Johnson JR

Agenda:

MOTION: Joey made a motion to approve the agenda. Approved by Alice. Jared seconded. No objections. Motion carried.

Minutes:

MOTION: Joey made a motion to approve the minutes from 5/25/23. Approved by Alice. Xander seconded. 3 votes in favor. Motion carried.

Reports

I. Chair:

II. Advisors:

- a. Board of trustees approved:
 - i. S&A Fee Increase Request
 1. Brought forward by the S&A Committee and ASCWU
 - ii. Base Funding Allocation Adjustment Requests
 1. Realigns sub fee and S&A fee
- b. CFO Joe Clucking approved Supplemental Funding requests
 - i. Student Media Department Request
 - ii. Publicity Request
- c. This is the short-term S&A Committee
 - i. Permanent appointments will go through ASCWU
 - ii. We will be getting updates soon

III. ASCWU:

- a. ASCWU Committees are open and broad
 - i. If you are interested reach out to the ASCWU VP, Nicholas Villa

Conversation

Conversation arose regarding the meeting structure

- In Robert's rules of order, what does a point of order mean?
 - o There are about 30-40 recognized common phrases that people can use. Using them depends on what you are intending to use, but there are different nuances to every phrase within Robert's Rules of order. Point of order ensure that the procedure is followed in the correct order.
 - o To point out if one thinks we are not following Robert's Rules or to question if that's the piece specific to the rules themselves.
 - o Why we use Roberts rules of order.
 - So, the minority is not overwhelmed by the majority. If you are in the minority of an opinion, you can still have your voice be heard. Ensures that all voiced have the ability and chance to be heard publicly.
- Roll Call votes can be simply raising a hand physically, virtually, or via unmuting saying "I."

Communications Received

None

Public Comment

None

New Business:

A. Supplemental Funding Requests – Presentation:

a. 2402: ASCWU Office Furniture - \$16,225 – *Presented by Nicholas Villa*

i. Requesting 15 chairs and 4 cubbies

1. Requested last year, but not received due to support staff transition, delays, and failure to meet the deadline for approval

a. The transition lead to the delay which lead to missing the deadline

2. Supports the staff to make it more efficient to support students

3. ASCWU BOD Fund remaining Sweeping Balance of about \$89,112.44

4. Total cost of furniture is \$15,250.67

a. Proposal amount is greater to create a little bit of a buffer in case the quoted amount changes

ii. Jared inquired about the itemized billing/costs

1. Chairs themselves are 11,502.45

2. Labor to deliver and assemble is \$2,362.86

3. Additional fees and tax rate brings total cost to \$15,250.67

iii. Jared inquired about sourcing guidelines for how they procure the furniture

1. Joey explained that there are specific guidelines they have and specific contractors who they have the ability to contract with

- a. Open square is the preferred vendor, which is the one they are using
 - i. There were other options looked at, but this was the one price wise that was approved
 - 2. Erin explained that contracts are in placed, so this purchase would go through the contact that is established in the purchasing office
- iv. Xander inquired about how many chairs themselves are being purchased
 - 1. Nicholas explained that these chairs are for the 4 cubbies themselves as well as additional chairs that need to be replaced in the office
- v. Xander inquired about the rate changing, which may surpass the requested funds amount due to a rate increase
 - 1. Nicholas and Joey explained that they received a quote estimate on September 6th assuming things move forward it will stay the same as the purchase is within the 30 days
 - a. Rate change would increase past the 30 days
 - b. 10 % rate buffer in case they go past the 30 days
- vi. Malik added additional information
 - 1. ASCWU has approximately 36 people employed in the office
 - a. There are only workstations for about half of these employees
 - b. These people have to pile up at a common table or work elsewhere
 - 2. This additional workstation makes work more efficient in providing students with the resources they need
 - a. Although they are making it work, it is taking time out of work for them to find space, or a place, to work
- vii. Jared inquired why this is coming out of S&A instead of facilities or operational budget
 - 1. Joey explained that this comes out of all our S&A funded units
 - a. Student Union Building itself and all the furniture is funded through the S&A funded units
 - i. Because it is furniture for the Student Union building, which is owned by the students
 - b. If ASCWU funds did not come out of ASCWU then it would out of the S&A funded program
 - i. ASCWU is an S&A funded program
 - c. The furniture utilized from these fundings cannot be utilized by a separate department later on
 - i. It stays within the S&A funded areas
- viii. Jared mentioned how there are a lot of open spaces throughout the campus inquiring about why the ASCWU government would prefer purchasing
 - 1. Nicholas explained that purchasing the chairs creates a centralized space for staff and students
 - a. Students know where the ASCWU office is
 - i. Having it there compensates the students
 - 2. Charles explained that these stations are used everyday

- a. Because these senators do not have a space to work
 - i. these stations would be used everyday by the other senators
 - 3. Malik explained that the senators specifically have office hours at different spaces on campus
 - a. Although there are some benefits there is difficulty for students to find these offices
 - b. This would make the senators workstations more accessible, creates a centralized space, and making it easier for students to find
- ix. Jared inquired about other adjacent conferences or rooms that could be allocated for this purpose. Where you could have a defined meeting place that you could have people go to where it could be staffed by these people as an alternative.
- 1. Joey explained that the workstations are paid student positions that work out of the ASCWU executive office. These spaces are either occupied by other departments or must be rented through Scheduling and the SURC operations
 - a. SURC operations could reallocate a meeting room to be a permanent ASCWU office at the behest of S&A, which would be a massive process
 - i. This would be massive because these departments are staff workstations that are being employed there
 - 2. Jared explained that they could look into work stations with low utilization percentages, which could be advantageous for the budget
 - a. Suggesting they should look into how much benefit it would be compared to a cheaper option
 - b. Joey explained that most of the spaces that are available do not have workstations, like computers or set ups. This would require getting new equipment and taking those spaces offline
 - i. They could ask SURC operations for those spaces
 - ii. Because this is for the ASCWU Admin support would require moving a lot of functions and equipment
- x. Xander explained that he cannot provide input on what another member of the committee says until their discussion section next week
- 1. Joey added that this section is asking questions of the presenters so we have the information available as presenters are not a part of that conversation next week
 - a. Except in this case Nick would be because he is on the Committee, so he would have to abstain from the discussion in the voting
- xi. Jared inquired about seeing if there is a plan B that the committee could do involving the utilization percentage of open meeting spaces
- 1. Joey clarified Jared's questions

- a. What is the utilization of those open meeting spaces? How frequently are those used? What would be feasibility of potentially converting one of those into usage for the ASCWU office?
 - 2. Jared clarified that this would be within a larger meeting room space, and he does not want to divide ASCWU into 5+ meeting rooms
 - xii. Malik added that many senators perform work on their own personal devices making it difficult to balance work life and have senator transitions
 - 1. There is no way to transfer and protect that information unless there are workstations to limit the risk of carrying sensitive information on campus
 - 2. Jared inquired about where the workstation devices are coming from
 - a. Malik explained that they have the computers, but no space to put the computers
 - 3. Joey added that this request was made last year, but there was unforeseen staffing transitions and absence of the person who was going to be processing that request
 - a. Delaying the request further, which made them miss the deadline
 - b. S&A Committee made the decision to roll back the remaining fund balance
 - i. Making that money that was set aside to do it rolled back which is why they are coming and asking now
 - xiii. Jared added that there was some redundancy that might be more efficiently used in the SURC/CWU space, but he's unsure if that is something that can be realistically executed
 - 1. Joey mentioned that he will reach out to Cherie Wilson for more information
- b. 2401: ASCWU Student Senate - \$22,459 - *Presented by Charles Johnson Jr*
 - i. No PowerPoint or materials due to presenter's car breaking down prior to this meeting
 - ii. Last year the EVP presented to S&A Committee to have the Senate Budget reallocated before the Senate became Student Senate instead of Student Academic Senate
 - 1. Found that they need a larger amount to account for an increase in wages and programming for goods & services as there was no budget for this
 - iii. \$9,709 for wages
 - 1. Not all Senator positions were filled when the request was made, which lacks the funds to pay for the full staff
 - 2. Currently operating at a deficit
 - a. This cost would be eaten up by the BOD budget
 - iv. Requesting \$2,000 for Goods for Student Senate
 - 1. Includes uniforms, nametags, name plates, etc.

- a. Makes senate recognizable to the student body, which makes it more accessible to reach student body
- v. \$3,000 for Services goes towards room reservations for the Senate to meet
- vi. \$500 for Office Supplies provides our senators with the materials necessary to carry out their positions
- vii. \$7,250 for programming
 - 1. \$3,750 helps provides funding to carry out their event requirements
 - a. Senate did not have enough funds, which required them to receive funding from their departments
 - 2. \$250 to support Senators that do not have enough to start without receiving support from their respective departments
- viii. \$3,500 to support general ASCWU programming
 - 1. Sweezy Day (Student Appreciation Event)
 - a. To keep this happening every year they need additional funds to make this event visible to the student body
 - b. Last year they partnered with the BOD to receive additional funds to make this event happen
- ix. Senators are paid for 5 hours, but they end up working more than that
 - 1. Vice Speaker is paid for 10 hours a week
 - a. This would support the additional work
 - 2. This would support the additional administrative staff hours that the speaker can divide up among as many students as needed
 - 3. 20 hours of training at the beginning of their term
- x. Xander inquired about how the funds were not allocated to fit the needs of the budget
 - 1. Charles explained that the funds were originally meant for programming, but they were not aware of that, so it was used for wages
 - a. Last year a reallocation request was made, but did not account for the vacancies in the positions
 - i. Leaving them with a \$22,000 budget deficit
 - ii. This was not enough to cover wages
 - 2. Charles clarified that they are asking for a supplemental funding request allowing the senate to show where the money is going, before the budget is reallocated again, which proves where the money is going
 - a. Allocation last year was incorrectly calculated
 - b. He is not asking for a budget reallocation
- xi. Malik added that he was senator last year
 - 1. Not having that funding pushed for collaboration with other departments
 - a. This made it difficult to hold events and other initiatives that were solely Senate events
 - 2. This funding will allow for those and the other events like Bubble Trouble, Sweezy Day, and Talk and Chalk
 - a. This elevates the work that our Senators do
- xii. Charles added that the Senate is aware that he is asking for these funds

1. These additional funds create a bond and partnership between the senators themselves
 - a. Collaborating can make their events more successful by working together, instead of only working with their respective departments
2. These funds allow for empowerment amongst the senators and the office environment overall
3. Allows students to get to know their senators
 - a. They were lucky that it worked out last year since the BOD budget rolled over, but that might not happen this year

MOTION: Xander made a motion to re-open Q&A for supplemental funding 2402. Alice seconded. No objections. Motion carried.

Old Business

None

Public Comment – Second Call

Alice thanked the speakers that presented.

Malik thanked the committee.

Nick appreciated all the clarifying questions.

Jared appreciates the questions that were answered

Charles thanked everyone for coming and that he would be present at next week's meeting to answer any questions.

Adjournment:

Joey adjourned the meeting at 6:09pm.

Our next meeting will be September 28, 2023 (online) at 5:00pm.

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