

Services and Activities Committee
Meeting Minutes
September 28, 2023

Called to order:

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

Attendance:

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

Absent:

Guests: Michelle Carrillo, Charles Johnson JR

Agenda:

MOTION: Joey made a motion to approve the agenda. Approved by Xander. Alice seconded. No objections. 5 votes in favor. Motion carried.

Minutes:

MOTION: Joey made a motion to approve the updated minutes from 9/21/23. Approved by Alice. Jake seconded. No objections. 5 votes in favor. Motion carried.

Reports

I. Advisors:

- i. Reminder that we do not have another meeting schedule at this point
- ii. Waiting for ASCWU to make permanent position appointments
 1. Jared would like to not *not* serve for a year

II. ASCWU:

- a. ASCWU will be meeting next Thursday and voting to approve or deny requests for Committees and S&A position appointments
 - i. Information will get sent to the Office of Student Engagement and Success to be vetted
 - ii. Mia will send out additional information once members are approved or denied for appointments
- b. Monday is the General Assembly for Student Government, ESC, and the Senate from 3-5PM
 - i. This is a monthly meeting

Communications Received

- A. In response to our Outreach in question sent from last week's meeting inquiring about the utilization rates of the meeting spaces in the SURC and what the process or feasibility of potentially utilizing those spaces for ASCWU's office staff: Cherie Wilson (Director of the Student

Union Operations) stated that last year in the SURC meeting room spaces used over 3,200 times by student clubs, departments, and outside groups. Meeting room spaces in the SURC are at a premium. SURC meeting rooms produce revenue, which offset the cost of the operational needs of the facility, which in turn reduces the fees CWU students pay for in the SURC. Logistically, we don't have any meeting room spaces located near the ASCWU suite. This might be difficult if the ASCWU officers plan on working closely with the ASCWU student staff

- a. In order to convert a meeting room space into an office space, you would need to present your recommendation to the Student Union Advisory Board. Consider sharing information such as; what types of space constraints currently exist in the ASCWU suite and why are you interested in expanding; have you exhausted all of your options of finding space within your suite; do you have appropriate furniture to move into the space (i.e. adjustable desks/chair); would you need the space changed in anyway to convert to office spaces and do you have the funding for this
 - b. The Student Union Advisory Board will look at the impact of taking a meeting room space off-line. Some of the things they will need to discuss is; what's the current square footage of the ASCWU suite, (the ASCWU suite is currently the largest suite in the SURC at 3340 square feet); how many student clubs and other groups will be displaced by losing a meeting room space; how much of a revenue loss will be made by taking a meeting room off-line and what will be the impact of that loss; will the space need to be remodeled and/or painted and does ASCWU have funding for this expense; will equipment need to be removed (i.e. data projectors, screens, furniture, etc.)
- B. There is a pending supplemental funding request that is to be presented at the Regular S&A Committee and reviewed for the Fall 2023 quarter.
- a. All of the S&A base funded units received a welcome back notice earlier this week, letting them know we're back, introducing them to, to Joey and Erin
 - b. Notifying them of a few of the normal housekeeping things that we share with them
 - c. Their annual financial reports are due December 1st
 - d. Program reviews are going to be looked at simultaneously this year, as was discussed last year
 - i. Those are due by December fifteenth
 - e. Reminding them of the pending 10% reduction in allocation
 - i. S&A will be looking at and discussing that during fall quarters

Public Comment

None

New Business:

None

Conversation

- A. Joey clarified that things do not need to be repeated in deliberation. Especially if it is just to agree with a point that was already mentioned. If you would like to vote in opposition of the discussion it is helpful to share your reasons prior to the voting. This will promote transparency and provide information for other members they may not have considered. If the committee feels that everything was said, then a committee member can make a motion to approve or deny the funding request with an opportunity to justify the motion.

- B. Joey explained that when a motion passes that he will work with Erin to draft and send a memo up to Joel Klucking (University CFO and Senior VP for Finance & Administration) saying that S&A has motioned for the supplemental request. Because it is under \$25,000, the committee waits for Joel to respond back saying, yes, this is approved on my end, or no. If it's a no, it goes back to the committee for further discussion. If it's a yes, then Erin is able to, work with Student Senate, or any other supplemental on, how to release those funds or access those.

Old Business

- A. 2401: ASCWU Student Senate - \$22,459 – *Supplemental Funding Request Deliberation & Voting*
- a. Xander spoke in favor of the request as it supports the wages for ASCWU to pay their people so that they can work for the students. He thinks that as a committee that represents the student body, it is important that we act in support of the students and the voice of the students.
 - b. Jared feels that this is consistent with what was already presented and voted on in the spring. And that really what this is if the correct calculation had been shared, this would have already been moved forward and so feels in support of the request for student senate based on that.
 - c. **Xander introduced a motion to approve the funding request and its entirety. Alice seconded the motion. 4 votes in favor. 0 opposed. 1 abstain. The motion passes.**
- B. 2402: ASCWU Office Furniture - \$16,225 – *Supplemental Funding Request Deliberation & Voting*
- a. Joey clarified that to open the SURC spaces would not guarantee/provide the furniture, which is what the request is. This would require the SURC to provide the furniture for those areas.
 - b. Erin knows that the ASCWU Board of Directors budget was swept back, but it would have been close to this requested amount. Without looking at specifics, she assumes that the funding sweep + the supplemental funding that was approved + what they didn't spend through salary savings and open positions and unspent budgets would be more than this request.
 - i. Joey added that the ASCWU is also base funded, so that amount will show after all of the financial reports are received, due December 1st, so the Committee will review these specifics in the Winter Quarter.
 - c. Xander spoke in favor of the request as an alternative option would not solve the problem and make the money come from somewhere else. By providing the funds to furnish their office, everyone can have a seat where they go to work and meet.
 - d. Alice agrees with Xander's points. We do not want to take from SURC and ASCWU needs the space and supplies, so she is leaning in favor of the request.
 - e. Jared was hoping we could have gotten a space utilization percentage because 3,200 meetings is a nice number, but it doesn't provide context for how many spaces there are or how the space is being used. For example, if a 5 minute meeting happens, does that count? If all meeting spaces are being used at an average of 60% utilization, to make numbers up for example, that could imply how much wiggle room there is in the building for this space appropriation idea. I

don't think it can move forward without more information so I think we should table it for now and approve the current proposal.

- f. Xander clarified, from his experience working in the SLICE office, that a meeting implies that the student group or the office or whomever is scheduling the meeting has booked the rooms through scheduling and has paid the requisite fees through scheduling. So, it's very unlikely that you would have those 5 minute meetings, as was suggested, it's almost certainly club meetings or sometimes offices like SLICE will rent the rooms in the SURC like 137 for events. When it is utilized it's utilized for student activities.
- g. **Xander introduced a motion to approve the funding request and its entirety. Alice seconded the motion. 4 votes in favor. 0 opposed. 1 abstain. The motion passes.**

Public Comment – Second Call

Joey appreciates the Committees willingness to come together and meet for the brief trainings and meetings Summer/Start of Fall quarter. He hopes that they are all still interested in serving throughout the year and hopes to get them approved by the board soon to get things up and running. He is excited for what the Committee has ahead of them this year.

Adjournment:

Xander adjourned the meeting at 5:33pm.

**This is our final meeting for the Summer S&A Committee.
The S&A Committee will reconvene after position appointments for the academic year are made.**

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