

**Services and Activities Committee**  
**Meeting Minutes**  
**January 24, 2025**

**Called to order:**

Eli called the meeting to order at 2:06 pm.

**Attendance:**

Erin Sargent, Mia Young, Nicholas Villa, Eli Alvarado, Ian Seymour, Oscar Martinez, Arik Spring, Nick Moreno, Robbi Goninan

Absent: Yahir Calderon Sotelo

Guests: Genevieve Doshier, Jennifer Green, Gunner Stuns, Keaton Weyers, Caleb Cleland, Tyler Diltz, Logan Scully, Amanda Taylor, Chery Byers, Katrina Nolan, Zoey Ryan, Gretchen Lohse, Kat Fraizier, Lola Gallagher

**Agenda:**

**MOTION: Ian made a motion to approve the agenda from 01/24/25. Nick M seconded. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)**

**MOTION: Ian made a motion to adjust the agenda from 01/17/25; ASCWU Senate and ASCWU ESC will present at a later date. Nick M seconded. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)**

**Minutes:**

**MOTION: Ian made a motion to approve the minutes from 1/17/24. Nick M seconded. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)**

**Reports**

I. Chair:

a. None

II. Advisors:

a. Understanding funding sources (fees)

i. There is a difference between base funding and supplemental funding.

ii. Supplemental funds are unspent funds from last year.

1. What was left on the table by the base funded areas was allocated out to this year.

iii. Base Funding is for the next 4 years. That money is allocated from the fees that are collected each year.

1. They make decisions on how to allocate these funds out for the next four years.

iv. Supplemental fund requests are separate from the base funding allocation. It is different from the normal operations of the areas

1. Supplemental covers unforeseen and unusual expenses

2. For example, insurance that gets regularly paid each year is not a supplemental request
  - v. Academic/tuition dollars
    1. S&A funds are not to be used for academic purposes or basic needs. These funds are for students which is covered on the Killian's guide and the website
    - b. The updated is Supplemental funds remaining budget - \$86,005.65
- III. ASCWU:
- a. Nick V reported the ESC Night Market is tonight (1/24) from 6 – 8 pm in the SURC Corridor
  - b. Today is last day to sign up to attend Lobby Day. This is a free trip to Olympia to lobby with peers and an opportunity to get free food.
    - i. Lobby Day 2/11 – 2/12

### **Communications Received**

The CFO (Joel Klucking) that the supplemental funding recommendation that they made was approved.

### **Public Comment**

None.

### **New Business:**

#### A. Supplemental Funding Request – Presentation

Presented by Gunner Stuns, Zoey Ryan, Caleb Cleland, Katrina F, Tyler Diltz

- a. 2511: Pulse Magazine- Student Conference Travel
  - i. They are requesting funds for the associated collegiate press for their spring national college media conference in Long Beach, March 6-8
    1. There are over 150 sessions from experienced journalists and advisors. This is an opportunity to meet with other student journalists. There will be several days at this conference to talk shop with peers and professionals.
  - ii. Benefits to Attending Students
    1. Last time they went to San Diego. The experience helped students determine if journalism is the pathway for them. Reflects positively on the university by bringing in awards for their work. Gets people talking from peers and professional journalists alike. They get high marks for their stories and designs.
      - a. They got best in show for their show last year. This is a great experience.
    2. They wrote about their New Orleans trip in the Fall (with S&A support). They took pictures and shared their culture. It's important to understand people from all walks of life.
      - a. Show CWU students a side of the world they may not seen.

3. Gives recognition by showing that they are represented from collegiate journalists.
  4. They are actively recruiting across the board. This is a great way to get people involved. The experiences incentivizes them to join.
- iii. Cost Estimated Breakdown for 2, 4, or 6 students
1. They are asking students to cover their own transportation costs to/from airports, and they are not offering a per diem for food. Students attending the conference would need to be able to cover these expenses themselves.

Concept	Breakdown	6 students	4 students	2 students
Registration	Early-bird ACP member prices before 2/14 = \$149/person	\$894	\$596	\$298
Airfare	+\$40 CWU travel agent fee/person – estimate \$350/person/round trip	\$2100	\$1400	\$700
Hotel	Hotel flat rate \$259/room + taxes/fees – 4 nights = \$1,204/room (conference rate – would need to reserve ASAP)	(2 male rooms, 1 female) \$3,612	(1 male room, 1 female) \$2,408	(1 male room, 1 female) \$2,408
Total		\$6,606	\$4,404	\$3,406

iv. Questions? Comments

1. Arik asked what would it look like to bring in as many people as possible?
  - a. Just the presenting group, so approximately 6 students
2. Ian asked what the process is for choosing students to go?
  - a. They are going in terms of seniority
    - i. Gunner, Zoey, Keaton and Tyler, then maybe Caleb and Katrina
3. Eli asked if PULSE is funding any portion of it or would it all be coming from S&A?
  - a. Their budget is entirely from S&A they have not generated a lot of revenue. All of there funds come from S&A
4. Oscar asked how many people they have in PULSE.
  - a. The class is offered to students across campus, and they get 12-20 students' total. The conference is reserved for the more tenured students.
  - b. PULSE is not a club and does not fall under the same threshold.
5. Green noted that the CAH has approved for her to attend as well. This will be the first time in years that she's been able to attend with the students.
6. Eli asked how many students were able to attend last year?
  - a. Just 4. Staff from the Observer as well
7. Why isn't the Observer presenting as well?
  - a. Observer and PULSE students went last year. This year they are just requesting to bring the PULSE Students.
8. They clarified that this conference is taking place March 6-8.

9. Nick V asked if the students from the last year the same group that will be attending this year?
  - a. Gunner is the only one that attended last year and plans on attending this year. He is their Editor in Chief.
10. Eli asked for clarification about the 6 students they are sending to a conference. How does it benefits Central community as a whole other than just giving them a taste of attending.?
  - a. At this conference they will be able to meet with peers and professionals that can communicate what they are doing well and how to improve. It will strengthen their work as a whole. Sending all of them will put them all on the same page to receive that feedback. They strive to do very best for the community. This conference is an opportunity to do just that.
  - b. There are a lot of students from different majors, and they are able to transfer their skills form the conference to their peers.
11. Erin asked if approved if they would be willing to come back and present the outcomes of the conference?
  - a. Yes
12. Eli sked if they considered fundraising at all for this? What if they had to partially fund would they be willing to or just send as many students as the approved request
  - a. Fundraising does not go to directly to students but a foundation account. It takes time to seek approval for those funds and would require them to work quickly. This means coming up with a fundraising idea, fundraising, and obtaining those funds. By the time they could do all this it could be too late.
13. Ian asked if it's a reasonable burden to ask students to cover their own transportation and food costs?
  - a. It can be expensive, but it is something that they agreed to doing prior to this
14. Eli asked if all of them are graduating next year
  - a. 2 , or half, of them are returning
15. Eli asked if students are expected to front some of the costs as well?
  - a. They cover transportation to airport and cost of meals

#### B. Base Funding Request – Presentations

##### a. A SUB Custodial

Presented by Ryan Jack

1. SUB Custodial provides cleaning services to the Student Union, Wildcat Shop, and Dining.
- ii. The Student Union provides an environment that promotes innovation, integrity, service, and community. Our facility is the hub for student life at CWU, with many opportunities for students to engage in activities and

events. We strive to be at the forefront of service to students, the campus and the community.

1. They provide custodial services to the Student Union, Wildcat Shop, and Dining with an emphasis on sustainability by minimizing waste and utilizing green chemicals in our daily routine. We are a team of individuals that encourage mutual respect and belonging within our team and with those around them.
- iii. For the S&A mission they support curricular and co-curricular activities and programs.
  1. These activities and programs are participated in by students in the furtherance of their education. They facilitate events and maintain the cleanliness of the building, which promotes an environment where students feel welcome.
  2. They offer student employment opportunities which enhances students education outside of the classroom and support their financial needs.
  3. Last year they hosted 2498 S&A events in the SURC last year.
- iv. Budget Reductions
  1. The current budget reductions taking place and continuing for the remainder of the funding cycle directly impact their student wages, which impacts the number of students they can hire.
  2. It also impacts their ability to purchase needed equipment to keep the building clean.
    - a. They need equipment to clean the building effectively
- v. Utilization
  1. They had roughly 1.5 million visitors which is counted at all the SURC entrances. This data is collected through digital door counters that keep track of every visitor to the building.
    - a. They are not able to gather specific data for unique students, but they are counted by the program areas hosting the events. Whether they are here to attend an event, grab something to eat, or simply study in one of our spaces.
    - b. The need for cleaning between rotations of meeting rooms, public areas, and restroom is critical to the operation of the facilities. Their services are a necessity and directly enhance the student experience.
- vi. Questions? Comments.
  1. Oscar asked how many staffing vacancies are in their program?
    - a. They are fully staffed
    - b. They have 8 full time custodians and roughly 15-20 student custodians. The student custodians with the limitations of only working 19 hours a week they try to do the best they can to get them those hours
  2. Eli asked why it's only 19 hours
    - a. They prefer to hire work study students in their operation. Work Study limits those student workers to 19 hours a week max.

3. Nick V asked if the proposal incorporates the 20% reduction
  - a. The budget was put in exactly as it was the last quadrennial
4. Arik noted that the student and non-student payroll increased throughout the years? Is that due to pay increases?
  - a. Last year is the first year they took on additional custodial. They were asked to take on the custodial for dining and the bookstore which came with additional staff
  - b. They eliminated a position and took on 4 staff
    - i. These staff are being paid for from auxiliary funds. This pays for those four positions each month
5. The operation is also being funded by the SUB fee
6. Oscar asked if there is anything impacting their ability to operate.
  - a. No, there is nothing impacting their ability to operate. As a service they work within their parameters
7. Nick V asked for clarification if the Self support funds were the SUB Fee?
  - a. Yes
  - b. It's the SUB fee and the other funds received are the transfer from auxiliary
8. Erin asked how long has S&A been a funding source for custodial?
  - a. At least 27 years but probably more than that
9. Oscar asked what areas they would increase or growth possible in the future?
  - a. They are not trying to grow but are trying to continue purchasing equipment. The life cycle of equipment fluctuates. They would like to purchase more equipment as needed
  - b. Cost of supplies going up is why they kept their ask the same. By not increasing their budget they are absorbing the inflation.

b. Scheduling Services

Presented by Chery Wilson

- i. An area within the student union ran by the student union.
- ii. Scheduling was created as a one stop for scheduling non course credited events on campus. All the areas that want to schedule events, meeting, workshops that are non-student credited have to go through Scheduling Services. Not just in the Student Union Building but across campus
  1. This is paid for by S&A, the SUB fee, and state funding (to cover all departments on campus), and conference programming as well
  2. There are 2 schedulers staffed. There used to be more fully staffed and there is one of them having half of their wage coming from S&A
  3. They did not do a reduction since it's the same amount they have asked for each year.
    - a. It's an easy access space for students.

- iii. They schedule everything from space, to work orders, to utilization of media usage at a specific time. Or if set up is needed for the space. Using spaces across campus requires a work order to prepare the space(s)
  1. As a one stop shop the individual person does not have to go all across campus to ensure that their needs are met for scheduling.
- iv. Space usage – A visual graph that shows the breakdown of who used space on campus in FY 2024 by organization type.
  1. S&A – 5,191
  2. Departments – 9,357
  3. Conferences – 114
  4. Off-Campus – 775
- v. Questions? Comments.
  1. Arik referred to the graph and asked for a total number
    - a. It was about 17,000
  2. Eli asked if they could explain their answer about growth explain?
    - a. She knew ahead of time that there were going to be reductions with S&A, which is why they did not hire another position. It makes it easier for them to balance their budget
  3. Erin asked if scheduling for clubs was free. Are the scheduling costs are waived for students?
    - a. S&A groups can use space for campus for free
    - b. They are paying for the cost of labor. For example 301 with not equipment is free. However, there is a 50% discount for clubs. They have to charge to ensure that the schedulers show up due to the labor that goes into the use of this space.
    - c. Opening the building after hours costs \$20 per hour to keep the building open.
  4. They are not expecting to get additional funds from any other area.
  5. Erin asked for clarification for self support and other funds received sources are
    - a. Can you describe the different funding sources
    - b. They get money from the SUB Fee,
    - c. They get \$15K from the conference program, \$72K from the state, \$30K from S&A, and the SUB Fee
  6. Eli asked what would happen if S&A chose to not fund the \$30K
    - a. Since there's not wiggle room and no goods and services then they would have to charge something to clubs every time they used space. This would be nominal and per use
  7. Eli clarified that when students want to schedule that it's not free?
    - a. It's free to the group and then S&A pays \$30K. So, the fee is just for the equipment and cost of labor.
    - b. They haven't increased it to be good stewards of that money and worked hard to not increase that amount.
  8. Oscar asked about the equipment they set up in the meetings

- a. The set up is the tables and chairs. The equipment is anywhere from data projectors, cameras, lighting, sound system, microphones, etc.
- 9. Oscar asked if some of this equipment students could get at the Multi-Modal Center
  - a. They're not aware of the Multi-Modal Center and their offerings. Their equipment is set up by techs. They always have a tech on hand in case the equipment is not going the way they want it to.
- 10. Scheduling is compared to buying in bulk. There are 5100 events and it's about \$6 per event if they charge a fee it would be more than the \$6. They would have to charge a bit more then get into all the payments that they would have to process would increase the time it takes to reserve and prepare. This would increase the labor that all the accountants across campus put into
- 11. Oscar asked if there was a fundraising or foundation accounts
  - a. No, they are an S&A funded department and they are not able to fundraise. They are not a student group and their time is spent doing the work they are funded for

c. Recreation

Presented by Michael Montgomery

- i. They operate in 4 facilities across campus. They are an avenue and outlet for students, alumni, faculty, and staff
- ii. Rec Team – this year there is a goal for connection
  - 1. Vision – Recreation cultivates inclusive opportunities, promoting a lifelong commitment to health and wellness
  - 2. Mission – A community of engaged wildcats with a passion for life in motion
  - 3. Connections and Commitment – Recreation is passionate about President's Wolhpart's Vision for Student Success
- iii. Educational Impact – Career Readiness
  - 1. Students are able to earn experience that contributes to creating a robust resume. Some students are here just to earn funds to graduate
    - a. Graphic Designers, tournament directors, personal trainers, photographers, outdoor trip guides, event coordinators, marketing leads, Group X Instructors, route setters, sport officials, etc.
- iv. Impact on Campus – Recreation is scientifically proven to increase academic success
  - 1. A CWU 2017 research study for institutional effectiveness concluded:
    - a. Students that visit the REC Center at least once are 29% more likely to return the following quarter
    - b. "First-year and sophomore students, displayed a greater positive impact on GPA with an increase in contact hours in recreation program" (Sanderson, 2017)

2. Trinity is one of their students that has been with them all four years of college that has been in varying positions and gained substantial experience from her work at the REC
- v. Community Impact
  1. They interact with students as young as 6 in the their events
  2. Teaching CPR and First Aid Certification in their workshops
  3. Working with Ellensburg, Kittitas, APOYO, and more
  4. This building is an emergency center for the Kittitas County if there was a disaster
- vi. Campus connections
  1. They had 1,100 participants attend their Wow-Glow Night in 2024
  2. SLICE River Clean Up
    - a. Over 30 volunteers a year
  3. Zombie Zone
    - a. In 2024 they had 270+ in attendance
- vii. Other Collabs – Honorable Mentions
  1. They highlight that they do some activities and some they just host.
  2. For example, Ramadan they set up foot washing stations to wash feet. They utilized their showering facilities to provide a better experience.
  3. Dive – in movie, self – defense course, restorative yoga, outdoor movie, Ramadan @REC, Color Run – 5K, Amazing Race, Career Related Presentations, Week of Welcome – About REC Presentation, International Student Winter Orientation Resource Fairs, Coping with Clouds, ROTC Yoga, National Nutrition Month Event, HYPE Tabling, CAT CAMP, Finals Week Activities, Veterans Fall Welcome / Resource Fair, Glow Night / Paint Party, Zombie Zone, GNAC Track Tournament, Career Services – Clothing Drive, Wildcat pantry – Food, Involvement Fair, etc.
- viii. Deep Clean – August, December, March
  1. Detail Equipment, mop floors, pulling all equipment, scuff mark removal, wax stairs, sauna maintenance, snake drains, and power wash locker room
    - a. 30+ staff
  2. They do this 3 times a year. The facility is 19 years old and gets comments that it’s cleaner than their home rec center
- ix. As they transition from Summer to Fall they are active with Orientation, Tabling, and Tours. They do self-guided tours for visitors
  1. They recruit at Summer Orientation for 20+ positions
    - a. 200+ tours over the summer
  2. 20+ Recreation Programs Table at the Involvement Fair
  3. 300+ hours spent in training staff
  4. All REC Staff are CPR and concussion safety certified
- x. Week of Welcome Glow Night
  1. 88.1 the Burg played music. There was a concert. They also had quiet areas

- xi. Membership phase. They serve faculty staff and some alumni that are in the area.
  - 1. Average swipes – Fall 2024 had over 50,000 swipes into the REC
  - 2. Over 200 Faculty/Staff Memberships
  - 3. REC Manages 4 facilities
  - 4. They had 600+ swipes during the Fall quarter for Rec Swim
- xii. Health Programs
  - 1. Personal training and group exercises with 20 clients a week on average
  - 2. X Classes are free all quarter, included in tuition
  - 3. They have 15 classes a week
  - 4. Accessible for students, staff/faculty, and alumni
- xiii. Job Training
  - 1. Juniors and Seniors in exercise science, or clinical physiology, get hands on experience before they graduate in their field through training (holding a certification is not required)
  - 2. Gives students relevant and direct degree experience
  - 3. They can learn & teach 6+ Group X Class formats
  - 4. 10 hours of job training & Shadowing
  - 5. Train clientele in individual & Group formats
- xiv. Santa Hoop – Youth Basketball Tournament
  - 1. First years they had both boys and girls
  - 2. Part of their efforts for recruitment from 3<sup>rd</sup> – 8<sup>th</sup> grade
  - 3. Over 600+ youth athletes
  - 4. Annual Tournament
    - a. Over 40+ teams in attendance
- xv. OPR SZN
  - 1. Outdoor Rental Shop, Hiking and Backpacking, Winter Sports, and Yakima River Floats
- xvi. Spring OPR – rafting trips, guided tours, hiking trips, swift water rescue cert, paddleboard yoga, raft and water gear rentals (paddleboards, rafts, inflatable kayaks, fishing frames)
- xvii. Sport Clubs
  - 1. Had over 500 members
  - 2. Competed in over 80 events home and away
  - 3. Swim, Dance and Golf all have attended nationals
  - 4. Baseball, cheer cats, climbing, dance, equestrian, e-sport's, golf, men's lacrosse, men's soccer, men's volleyball, spike ball, and swim
- xviii. Intramural Sports
  - 1. 850+ participants per year
  - 2. Over 30 free agents placed on teams
  - 3. 5v5 basketball, 3v3 basketball, flag football, outdoor soccer, capture the flag, spike ball, cornhole, dodgeball, volleyball, pickleball, kickball, handball, and climbing
- xix. Student Recognition – recognizing student employees

1. Monthly Awards, Quarterly awards, special event awards (Deep Clean MVP), Donut days, Fun Friday popcorn days, Spirit Wear days, End of year awards ceremony, Rec honor cords for graduation

xx. Questions? Comments

1. Ian referred to the expenses. Are they seeing a net loss every year?
  - a. They are funded through multiple models. They are trying to maximize their facilities and offerings while making ends meet.
  - b. This is only one part of the solution for this funding
2. Arik noted to a \$1.3 million expense
  - a. It was just a collections of all their budgets into one account for distribution.
3. Someone asked what would happen if funding was cut.
  - a. There was a reduction. Since the last one they have approached with a 15% reduction and landed on a 17.5% reduction. They are trying to make it more sustainable. They know there a lot of places on campus that need money. Reducing further would lead to a reduction in facility hours.
4. Oscar noted the REC fee and the S&A fee. Is the fee that the students give not enough to sustain the REC
  - a. That is correct.
5. Oscar asked if the community is able to also join the gym or do, they have to be alumni or staff.
  - a. They serve the Central Ellensburg campus community first. This means the faculty, staff, and alumni can purchase memberships. Community members can purchase a day pass but they do not sell memberships to the community
6. Oscar asked if there is something they would like to change to see the REC to grow or extra
  - a. Per the submission they requested fewer funds to stay afloat. The Weight room equipment is still there '06 and ages. New weight room equipment lets students see their money in action. The equipment is pressing 20 years not the industry norm
  - b. Student staff try to keep the equipment clean but there's only so much they can do
7. Robbi asked how many fulltime staff the REC needs to support the students?
  - a. They have 8 and an open vacancy. They have reduced 6 pro staff positions, 4 graduate positions, and 2 programs coinciding with the pandemic. They need to get to 9 fulltime staff positions
  - b. The student funds over 30% of their budget, which is a giant line item for them

8. Erin asked if there were plans to increase other revenues or increase fees to keep up with costs?
  - a. Annually they review with the fiscal calendar to determine increasing lower costs. Everything goes back to the REC fee. They don't undercut the student so the student cost stays the same.
  - b. The S&A portion goes into the cost of salaries, insurance, etc.
  - c. It's a giant equation for them. Their revenue is based on rentals, memberships, and the REC fee.
9. Eli referred to question 9 noting that they are tapped out. If the allocation for club sports is tapped why is there information for club sports?
  - a. The amount of clubs that they have varies over time, so some of them could fall off. They keep a list of pending clubs.
    - i. It also depends on how much travel the clubs do. If some clubs make it to nationals or their championships, then they may have more travel costs. If they are not competing then there is none.
  - b. Wrestling lost recognition but they are willing to run that program for those students who expressed interest. A given year they might ask for a certain amount of money. There is a committee that chooses how much money to give them and it fluctuates based on what the team is forecasting for the calendar year
10. Arik asked how much the new equipment would cost.
  - a. Between \$240K - \$350K to replace
  - b. They get buy back value by selling the equipment through their vendor for more money. They receive credit to offset some of that overall costs. The longer they go the less money they get from their buy back.
11. Nick M noted that the senior coordinator sport is vacant. Do they have it planned in the budget for when that positions is filled? If not what cutbacks do they see?
  - a. The position is already in the budget. While it's empty they will accumulate salary savings. They have some support coming from another department.
  - b. They may have to look at a reduction in hours which is also a reduction in student employment. They are hesitant to cut programs because it will result in a cut in enrollment as other schools would be able to offer what they would have to cut.
12. Oscar asked about the expenses from the CWU transfers for the \$1.3 million.
  - a. This was one of their first questions. This was an accounting cleanup.

- b. Erin added that this only represents one side of that transfer. It was a net 0 of taking care of other budgets but this S&A request only covers one of the REC budget's/ There's an offsetting entry to move from one place to another – acct cleanup. This was an administrative accounting entry that was not part of their operating budgets and expenses.
13. Oscar noted that the repair costs and maintenance increased.
- a. A lot of it was equipment replacement. The building and equipment are pushing 20 years old with drywall, plumbing, and light damage. As they age things are starting to fail.
  - b. Oscar noted that the insurance goes up too.

**Old Business**

None.

**Public Comment – Second Call**

None.

**Adjournment:**

**MOTION: Ian made a motion to adjourn the meeting at 3:28PM. Nick M seconded the motion. 5 (yes), 0 (no), 1 (abstentions)**

**Our next meeting will be January 31, 2025 (SURC 301) at 2:00pm.**

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