

**Services and Activities Committee**  
**Meeting Minutes**  
**January 31, 2025**

**Called to order:**

Eli called the meeting to order at 2:01 pm.

**Attendance:**

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

Absent: Yahir Calderon Sotelo, Oscar Martinez

Guests: Genevieve Doshier, Gunner Stuns, Tyler Diltz, Brandon Mattesich, Gretchen Lohse, Jennifer Green, Lola Gallagher, Kaitlyn Flesher, Mckenzie Guzman, Joseph Pearson

**Agenda:**

**MOTION: Arik made a motion to approve the agenda from 01/31/25. Nick M seconded. Motion Carried. 4 (yes), 0 (no), 1 (abstentions)**

**Minutes:**

**MOTION: Ian made a motion to approve the minutes from 1/24/25. Nick M seconded. Motion Carried. 4 (yes), 0 (no), 1 (abstentions)**

**Reports**

I. Chair:

a. None

II. Advisors:

a. Erin reported that S&A Committee has a remaining supplemental funding budget of **\$86,05.64**

b. Robbi urged everyone could speak as loudly and clearly as possible. Projecting will help with the meeting minutes and ensure that our online attendees can hear.

III. ASCWU:

a. Nick V reported that next Tuesday February 4<sup>th</sup> there is a crochet event starting at 4PM in the SURC.

**Communications Received**

None.

**Public Comment**

None.

**New Business:**

A. Base Funding Request – Presentations  
Pulse Magazine and the Observer

Presented by Gretchen Lohse

- i. Student Media is housed in the department of Education.
  - 1. Both the Observer and PULSE provides a variety of student voices on campus.
  - 2. They are funded primarily by S&A.
  - 3. Creates a more informed student body.
    - a. Provide practical interdisciplinary experience through high impact practice.
    - b. Students take the disciplines that they are learning in theory and apply it to a professional tangible product.
  - 4. The Observer has contributed to a sense of cohesion in the student community for over 100 years.
    - a. *By the students for the students.*
- b. The Observer
  - i. The request for the Observer covers:
    - 1. Student hourly pay (7 positions per quarter)
    - 2. Printing costs
    - 3. Necessary subscriptions
      - a. Operate online: Domain, Webpage, Professional memberships and award entries
    - 4. Office Operations
      - a. Office printing (not the newspaper printing)
    - 5. Travel to conferences
      - a. National Recognition
  - ii. Base Funding Request - **\$56,375** (serves as an example of a year)
    - 1. Ad revenue has dropped significantly due to the impacts of the pandemic
      - a. Estimated \$10K per year
      - b. Their estimate is based on an average over the last four years
    - 2. 69 staff paid hours per week across 7 positions
  - iii. Potential change in Printing
    - 1. Currently under contract with Wenatchee World to print once a week while school is in session.
      - a. They could change this when it is time to renew their contract.

The Observer Printing in 2026 – 2029			
	Printing Once per Week	Print Every Other Week	No Printing
Total Printing Cost (Year)	\$25,634.00	\$12,498.00	\$0
Base Funding (Year)	<b>\$56,375.00</b>	<b>\$47,740.00</b>	<b>\$36,246.00*</b>

- 2. If they do not print, there would be a lack of presence on campus of the newspaper and web service costs would have to go up as well.

- a. They'd lose their print ad revenue.
      - b. Functionality would increase in complexity for students.
    - 3. They ask to make printing a priority to continue this tradition and having a presence on campus.
  - iv. Support = quality
    - 1. Operating as a bare bones model
    - 2. They rely heavily on advertising revenue.
      - a. This has decreased since the pandemic and is not a guarantee.
    - 3. Their main funding comes from the committee.
      - a. They rely on S&A.
    - 4. Support lets them exist and excel.
      - a. Award winning
      - b. Nationally recognized
      - c. Be a source of accurate information for students
  - v. Recent awards
    - 1. 2024 Associated Collegiate Press Fall National College Media Conference, New Orleans
      - a. 3<sup>rd</sup> best in show
    - 2. 2024 Associated Collegiate Press Spring national College media Conference, La Jolla
      - a. 3<sup>rd</sup> best in show, 9<sup>th</sup> in website, and 9<sup>th</sup> in design
    - 3. 2023 Society of Professional Journalists
      - a. Finalist for best All-Around Student Newspaper, Best Affiliated Website, and Finalist for General News Reporting
    - 4. 2022 Society of Professional Journalists
      - a. Finalist for Best Affiliated Website and Finalist in General News Reporting
  - vi. Major/Minors in Observer
    - 1. Impacts media and journalism students as well as variety of others.
      - a. Communication, Art, Film, English and several others.
      - b. They take that theoretical discipline that they've been studying and apply it to a profession.
        - i. They create more experienced students that can better create a tangible product that is more manageable to the student body.
- c. PULSE
- i. Budget breakdown
    - 1. Total income comes from revenue and requested allocations.
    - 2. Total expenses covers 4 paid positions and off-campus printing.
      - a. PULSE only prints once a quarter.
    - 3. Necessary Subscriptions
      - a. Operate Online – domain, webpage, professional memberships, and award entries
  - ii. Budget forecast per year
    - 1. Total income: **\$30,332**

- a. Estimated Ad Revenue: **\$1,920**
      - i. Based on historic average
    - b. Requested Allocation: **\$28,412**
  - 2. Total Expenses: **\$30,332**
    - a. Salary & Wages (**\$12,912**)
    - b. Off – Campus Printing (**\$16,200**)
    - c. Subscriptions (Website/Domain)/Awards (**\$1,221**)
  - 3. Much smaller than PULSE
- iii. Base Funding Request – **\$28,412**
  - 1. Breakdowns how their money would be spent over a course of a year
- iv. PULSE recent awards
  - 1. 2024
    - a. Associated Collegiate Press Fall 2024, New Orleans
      - i. Fourth place in the Best of Show
  - 2. 2023
    - a. Associated Collegiate Press
      - i. First place in Best Design
      - ii. Eighth place in Reporting: Feature Story
    - b. Society of Professional Journalists Regional Mark of Excellence Awards
      - i. First Place
        - 1. Retail/Small Business Journalism
        - 2. Best Affiliated Website
        - 3. Arts/Entertainment/Fashion Journalism
      - ii. Finalist
        - 1. Best Ongoing Student Magazine
        - 2. Campus Reporting
    - c. National Academy of Television Arts and Sciences NW
      - i. 2 different Student Production Award Nominations
  - 3. 2022
    - a. Society of Professional Journalists Regional Mark of Excellence Awards
      - i. First Place
        - 1. Best Student Magazine
      - ii. Finalist
        - 1. Illustration
        - 2. Best Affiliated Website
- v. Majors/minors
  - 1. Reaches a variety of students beyond the programs within the department of communication.
    - a. Art film and English and more.
    - b. 59 unique students that took PULSE as a course within Academic Year 2023 – 2024.
    - c. This is not an isolated phenomenon as this occurs through many different majors over a variety of years.

- vi. Their Efforts – they understand that money is tight and they are doing what they can to logically allocate their funds.
  - 1. Beginning to collect data
    - a. Seeing how much of their papers are leftover in the distribution areas.
  - 2. Encouraging students to operate within their course credit hours.
    - a. The outstanding publications takes more time than what's allowable within those course credit hours.
  - 3. Conference
    - a. Sending minimum students to be strategic regarding who gets to go.
  - 4. Looking into print alternatives
- vii. Risks of not being properly funded
  - 1. Lack of presence = lack of information
    - a. Give students a voice to express concerns, joys, and events on campus.
  - 2. Students would lose that platform if they are not prioritized
- viii. Why CWU needs student media
  - 1. Every college supports an independent student media.
  - 2. “By students, for the students”
  - 3. The Observer and PULSE investigate news on campus in a way no one else will.
  - 4. The Observer and PULSE gives a voice to students.
    - a. Holding those in power accountable for their actions.
  - 5. Often nationally Recognized when they go to conferences.
    - a. They take what they learn to bring it back to campus and inform others.
- ix. Without you there is no us.
  - 1. If not prioritized they would cease to exist.
- x. Questions? Comments
  - 1. Nick M asked how they decide for trips who gets to go.
    - a. They try to prioritize students in leadership positions. They look at top editors, designers and photographers. They also try to send up and coming leadership students; it's important to send the incoming leadership as well.
    - b. Students get so much out of a concentrated period of training. They meet students across the nation, see what's working, and what's not working. They get to talk to journalists from across the nation.
    - c. It's an invaluable experience but expensive.
  - 2. Erin referred to the 3 funding options for if they change how often they print. Does that **\$36,246** include the increase in the web services cost?
    - a. It would be more than that. They just did not get a chance to research exactly how much more it would be.
  - 3. Eli asked for clarification on how ad revenue works in the Observer and PULSE Magazine.

- a. Vendors will reach out for ad space. They have a rate card that lists prices for print and digital options.
    - i. These are fixed and priced per month.
  - b. They don't have consistent ads like they used to.
    - i. Departments on campus used to advertise through them, but they are also facing funding crisis and tend to prefer the orientation/summer issue.
    - ii. They have a couple semi-consistent advertisers.
      - 1. The army, flight desk, and planned parenthood.
      - 2. Planned Parenthood withdrew their campaign and no longer have that ad revenue.
4. Eli asked how they will start collecting data.
- a. They would count how many papers they put in their distribution areas and count how many are left over.
    - i. They will keep a record of that data.
  - b. This may be more difficult for PULSE since they are put out once a quarter versus once a week.
    - i. They almost never have extra copies of PULSE.
  - c. They are just starting that data collecting process.
5. Ian asked if there are any reductions in the request other than the **\$18,615** for PULSE.
- a. This is in reference for when they've asked in supplemental funds over the last 2 years.
    - i. CNW (Central News Watch) funds were not utilized but still exists within the branch of student media. CNW is not putting in a request in this quadrennial, so that snippet clarifies that they are no longer approaching that money.
6. Ian asked if there are any other reductions that they are seeking beyond that.
- a. They would still love to come for supplemental funds when needed but there's no foreseeable reductions like that.
  - b. The request is a huge reduction. They used to budget between \$90-100K.
  - c. They understand budget constraints, but they can't afford to cut anymore and keep up with quality paper. They are printing with the lowest page and quantity that they can.
  - d. They want to pay students a fair wage for the time that they put in beyond course credits. If they sought other jobs, they wouldn't have time to put this much effort into the paper.
    - i. Students should be paid.
7. Erin asked if the student employees have a requirement for their class to be involved in the Observer.
- a. The class itself is not as a paid position.

- i. The Observer and Pulse are courses anyone could take at CWU. There are no course fees attached.
    - b. Leadership is typically paid because of the additional hours for the work they put in outside of the credit hours.
      - i. They are not paid for the credit hours that they take but they are paid for the extra work on top of that.
    - c. These are required classes for media and journalism majors. They are electives for all the other people that join such as professional and creative writing, art, film, etc.
  - 8. Arik asked how many copies of the newspaper do they print a week.
    - a. 700 which is the lowest they print.
  - 9. Eli noted that in 2023 CWU goods was **\$19,000** but in 2024 it was **\$28,000**. Can they explain why there is such a big jump?
    - a. 2024 Wenatchee printing increased their pricing from **\$50 - \$75** more each time they print
      - i. This is an additional **\$75** every week for about a month, and they print 8 months out of the year.
      - b. There's no other increase in goods that came to mind
  - 10. Erin added that last year in each budget half of the CNW allocation that went into those had an increase in revenue to offset the increase in costs. Those were related to that supplement.
  - 11. Nick V asked if they foresee within the next four years of the quadrennium an increase in printing cost.
    - a. They hope not, but Wenatchee is a private company.
      - i. They have no idea what their future plans entail. Their prices have held steady with this new *new* year, so they are hopeful that they will not change their prices again for at least a couple of years.
    - b. Minimum wage does increase every year, which may impact pricing in the later years.
  - 12. Eli asked if they had plans to increase ad revenue in both PULSE and the Observer to help offset costs.
    - a. They try. They used to have a fulltime advertising person when CWU was better financially.
      - i. Gretchen's contract does not include advertisement in her role, but she does a bit of it to help the paper.
    - b. The students have taken it upon themselves to go into the community and give their rate cards to potential vendors.
      - i. They are all putting in the effort.
- d. Theatre Arts
- Presented by Christina Barrigan
    - i. This is to fund the student employees in the department.
    - ii. The request is for an annual allocation of **\$64K** which is **\$10k** more than what was allocated in the past quadrennial.
      - 1. They are absorbing student employees in the Equipment Checkout Center (ECC) with the addition of the film program in Fall 2023.

- a. It's an increase from if they were only a theatre arts program.
  - 2. This would cover 26 jobs and account for rise in minimum wage, which has risen since the last quadrennium.
    - a. It was \$13.50 and is now \$16.66, which is 18% higher than the last quadrennium.
- iii. Their program is for employment for students to work in professionally modelled shops. This let's students practice building skills in an environment that is not a classroom environment. It's a co-curricular program to apply and develop what students have been working in class. This allows them to discover skills and an application of things that are aren't attainable anywhere else in any other format.
  - 1. These activities are a compliment to their studies.
  - 2. Leads to greater confidence and greater success when seeking jobs beyond graduation.
- iv. What they provide are the only employment opportunities like them in the area.
  - 1. The only other Fabrication Shops are about 35 miles around Ellensburg.
  - 2. The closest Equipment Checkout shops are all the way in Seattle.
  - 3. These opportunities aren't available in our surrounding community or anywhere else
  - 4. Allows students to participate in the creative economy of Washington state.
  - 5. About 9.5% of Washington's economy is creative sector activity in employment, which is about \$70 million.
- v. Proposed student employment – 26 jobs
  - 1. Fabrication and installation shops
    - a. Scenic – 4 scenic carpenters
    - b. Costume – 4 stitchers
    - c. Lighting – 2 lighting technicians
    - d. Audio – 2 audio technicians
  - 2. Inventory management
    - a. Equipment Checkout Center: 2-3 equipment technicians
  - 3. Live event staffing
    - a. Create a pool of live event staffing for McConnell events with 8 – 10 stagehands
    - b. An office assistant for their front office
- vi. Fabrication and Installation Shops
  - 1. Hands on experiential learning opportunity for students to use the skills to create handmade custom items. This can range from scenic items, clothing items, etc. They are all specific to a particular show and a particular story telling need.
    - a. Lighting and audio shops asks students to install complex systems that are ad hoc computer networks and also electricity networks. Troubleshooting and making sure they work and using them to make an artistic output.

2. These activities end up supporting other kinds of students such as theatre majors, students in ATM for the fashion show, and dance programs.
  3. They constantly field requests from music for vocal performance and opera activities. There's demand and potential for growth in these positions.
- vii. Film inventory management
1. Equipment Checkout Center 2-3 equipment technicians.
  2. Asking students to manage 3,000 different pieces of equipment to ensure that they are accounted for and tracked. Ensure that these items are in good condition to be lent out again.
    - a. Supports the creation of film projects each quarter .
      - i. This ranges between 10-32 projects each quarter; both big and small.
    - b. Explores exploration with equipment and their experimental learning.
    - c. The employees gain important experience with a wide variety of equipment and allows them to develop and deepen their understanding (how to fix and maintain) of equipment.
      - i. Sets them apart after graduation.
- viii. Live event staffing
1. McConnell events – staff of student workers who manages the house and run the consoles and help any incoming groups to use the facilities for their best presentation.
    - a. These people generally have been supporting an average of 3-6 events each year.
      - i. Community collaborations like *the nutcracker*
      - ii. Cross campus events like: The Wellies (Athletic Awards), Wildcat Welcome, Rocky Horror
      - iii. Visiting groups like – Everdream Celtic Christmas, District 8 Congressional Debate, the Washington State Thespian Festival.
- ix. Student employees by year and class – Graph
- a. Further demographics of employees is difficult to clean.
  2. Shows that they employ at all levels
  3. First years are the smallest group
  4. AY 2021-2022 first years that were small moved up to continue being a small band as sophomores
  5. Some have opportunity for employment at the very first year and other come in strong as second or third years. The cream section shows their ready to graduate folks.
- x. Students directly affected by year
1. 36 students employed this Academic Year.
    - a. Outside of them, 208 individual students are supported and effected by their labor last year.
    - b. This is due to the addition of the film department.

2. This does not include ATM, Opera, Chamber Orchestra, and other campus groups that come and use the space. They could add up all those people too to get another 100 folks or so.
  3. 208 accounts for 3% of the Ellensburg student population.
  4. All of the labor directly goes to things that the public as a campus and community interact with and can participate in.
- xi. Student patronage of events – Graph
1. This year is small because the year is not over yet.
    - a. This information comes from ticket sale data in McConnell Auditorium and the Tower Theater.
  2. The student patronage is between a third and a half of all patrons in these events.
    - a. At the height it's about 800 students in AY 23. There were about 600 students that were patrons last year and then this year they are at 200 (they've only had about a third of their opportunities so this will increase).
  3. They have a visible impact on the campus.
- xii. Some of the things to include that are not in the slides
1. The students that participated in this program end up becoming peer mentors for other students who are working on projects alongside. They end up sharing their knowledge and developing their knowledge.
  2. Mentoring occurs through unique problem solving positions by faculty in a fairly 1:1 kind of place. This is a high impact practice for students; what they're learning, making, and developing.
  3. This employment program is entirely funded by S&A. Without allocation there would be no student employees.
  4. Last quadrennium the request was reduced to only the student employment budget. They were grateful to preserve that since this is a valuable opportunities for all students.
- xiii. Questions? Comments
1. Arik noted that they are requesting 2 – 3 more student employees for the ECC position. They acquired the ECC 2 years ago in Fall 2023. Why has it taken so long to get those student employees?
    - a. With the allocation they were given at the beginning of COVID, they saw a sharp drop in their ability to work in space with each other to make actual things. That labor was necessary for events. They needed to take time to ramp back up the employment level that the initial allocation was offered. They are there now. Based on the previous year they planned so that they could fold one or two employees into that allocation and kind of take it on for the size and shape for that year. They realized that they could not and needed additional needs leading to an additional request. This year they offered a supplemental request to have some money, and they are now folding it into their quadrennial request

2. Arik noted that last year's amount spent, there's a huge deficit. They went over student hours and did not have the correct person in the position to do that. How do they plan to prevent that from happening in this quadrennium?
  - a. Neither one of the people responsible for the supervisor oversights are with the department.
  - b. They have been regimented in their approach of scheduling hours. It's causing a pinch that is deserved. They did not do well last year, but this resulted in greater consciousness in scheduling people and supervising hours.
    - i. They've taken a more transparent approach to the student employment budget, and they've removed supervisors and replaced them.
3. Erin asked how the film area was funded before it came over to them and whether or not their funding came with them.
  - a. The year before Film became a part of the Theatre Arts department, it was a part of the Art and Design Department. That year, they don't know where the funding for those positions came from.
  - b. The year before that the film program was housed under the College of Arts and Humanities Dean.
    - i. No department, just a program in the Dean's Office. At the time the Dean's Office was funding those positions.
  - c. They do not know what conversations occurred during the transition.
    - i. It is difficult because the person who was Dean and the Administrative Assistant then have since left the university. Their knowledge and insight of that history is lost.
  - d. No funding came with those positions.
4. Erin noted that the events that are performed by the community groups that come and perform. Is there a charge to those groups to include the students that are staffing the facility? Does any revenue come back to the S&A budget to cover those expenses?
  - a. They do charge community members and campus partners.
    - i. Due to the turnover in their technical director position, who was a supervisor for the McConnell events staff, they are examining their charges.
  - b. As far as funds coming back to the S&A budget to cover those, some of them do.
    - i. They may have been undercharging, which is difficult due to minimum wage and market value for the kind of labor associated with these events is probably higher than Ellensburg is ready to hear.
  - c. They do make charges, but they do not totally cover things. Sometimes the charges are not possible to make.

5. Eli asked if any of these student employees, specifically the live events at the Theater department host. Do students get academic credit or are they just paid for their time?
    - a. They are employees paid for their time
- e. Veteran's Center
- Presented by Ruben Cardenas and Edwin Torres
- i. Defining terms they will be using regarding the student population.
    1. Veterans: students that are no longer serving
    2. Service members: active duty, reserves, or national guard
    3. Family members: spouses or children
  - ii. 3 professional staff members
    1. Ruben Cardenas – Director
    2. Edwin Torres – Outreach Coordinator
    3. Diana Kellerman – Office Assistant
    4. 4-5 Work Study students (per quarter)
      - a. Student employees are funded through the VA Work Study program, so there are no CWU budgets that are paying for those positions.
  - iii. Mission
    1. The Veterans Center is dedicated to supporting student veterans, service members, and their families through their educational journey at CWU.  
We provide outreach to prospective students, assistance in navigating funding options, and programming that builds support and awareness for our community.
      - a. They will be expanding on how they:
        - i. Work with their students
        - ii. Assist them with navigating their funding options
          1. Primarily how they access their VA funding, and what they do to assist them in that process.
        - iii. Execute programming through the Veteran's Center (or through partnering with their campus stakeholders) to provide Veteran awareness or to build community with their students.
  - iv. Student distribution for Winter 2025 (graph)
    1. Majority of their population is 399 students in Ellensburg.
      - a. The second highest population is 111 online students.
    2. In Fall 2024 their students make up 6.42% of the overall student population.
      - a. This accounts for Veteran service members and family members.
  - v. Quarterly Enrollment Processing
    - a. The foundational work for the Veterans Center is processing VA benefits for their students.

- i. They have to process those benefits in a timely matter so that their students can receive the funding from the VA.
  - 2. Need funds so they can attend and continue their education journey
  - 3. **2 VA Designated School Certifying Officials**
    - a. VA Recommended Ratio: 1 SCO per 125 students
    - b. Current Workload: Operating at **120% over** VA recommendations
      - i. They are 549 students for winter quarter.
      - ii. It's imperative that they maintain the Outreach Coordinator position and an SEO so that they can complete that work for their students.
      - iii. They process 500-550 enrollment certifications on behalf of their students per quarter.
  - 4. **VA Enrollment Certifications**
    - a. Volume: 500-550 certifications processed per quarter
    - b. Financial Impact: **\$2 million+ annually** in tuition and fees reported and received
      - i. On an annual basis they are receiving \$2.4 million annually in tuition and fees.
        - 1. Specifically, Chapter 33 post 9/11 students
      - ii. They review the money that comes in on behalf of their students then get the funds posted to their student accounts to receive their funding.
- vi. Programming and Activities – Main Events
  - 1. Student Welcome in the Fall
    - a. 50 students, 13 Partners
    - b. Important for transitioning service members. First opportunity for them to start a community outside of the military. Builds their post-military identity.
  - 2. Followed by Veterans week programming
    - a. 100+ participants, 7 partners, most robust programming week
    - b. Most robust week of programming.
  - 3. Book club
    - a. 20 – 30 participants, free books for members, 2 meetings
      - i. Allows them to connect with their online students
    - b. Their ultimate goal is to invite an author to campus.
  - 4. Memorial Day
    - a. Newest programming, 20-30 participants, Wildcat Display
    - b. They hope to expand this in the future.
  - 5. Graduation Dinner and a salute to Veterans
    - a. 20 – 30 graduates, guests are invited, approximately 5 Salute inductees, Challenge Coins (big significance in the military culture)
- vii. Veterans Book Club – Author visit
  - 1. Their book club that they host annually.

2. The author is a veteran and came.
  3. About 70 people attended including students and community members.
  4. Q&A followed by a book signing.
    - a. All their books sold out
  5. Art demonstration with College of Arts and Humanities students
- viii. Programming and Activities – Collaborations
1. They’ve partnered with REC and SLICE
  2. They are bringing the director of Washington Department of Veteran Affairs to campus to do an interview with Charlita Shelton (VP for Diversity, Equity, and Inclusivity).
  3. They are excited to partner with anyone on campus.
  4. They encourage students to build a post military identity, and these programming events are their strategy to do that by exposing them to other partners on campus.
- ix. Position Description – part of their base funding request
1. Partially fund their outreach coordinator
    - a. They are at an 80/20 split between their 149 state funding budget and S&A, which is a small portion
  2. This is a critical position that works with prospective and new students.
    - a. Helps coordinate all their programming events.
    - b. Partners with admissions at all orientation and relevant recruitment events.
  3. Second School Certified Official on campus
    - a. Assists with processing those benefits

x. Total Budget Request

1.

<b>Expenses</b>	<b>Annual Base Amount</b>
Admin/Exempt Payroll	\$19,737
Goods & Services	\$18,857
<b>Total</b>	<b>\$38,594</b>

2. Goods & Services funds all the programming that they are trying to do on campus. Whether it’s for the events that they are leading or the events that they are partnering with other campus stakeholders with.
  3. Their request is a 20% reduction from the previous quadrennial budget request.
    - a. Prior to submitting, they discussed as a division how to move forward in the next four years given the enrollment circumstances, which directly impacts S&A funding. Thus taking a 20% reduction to be team players on that process.
  4. They do not have wiggle room in the position specifically, which is why they took the reduction on the goods and services line.
- xi. Questions? Comments
1. Ian abstained from this Base Funding Request

2. Arik asked if they've looked at how much that costs to set up a donation button on their website.
  - a. There is no cost, but they are not able to get a consistent answer or timeframe from the foundation office.
    - i. This is something that they are going to continue to explore as much as they can
  - b. They know that some departments do have the button on their website.
  - c. The foundation office is working on it but they are unable to make any progress in that specific goal.
3. Arik asked about their intentions to relocate on campus somewhere more open to increase invisibility. Do they have any place in mind.
  - a. It depends on where other departments may move.
    - i. They will not name any specific locations.
  - b. Ideally a place with windows.
    - i. They are a forward facing department with a student lounge for their students.
    - ii. They are currently in an internal office space – Bouillon 214.
    - iii. They have a thriving plant department that would do better with windows.
  - c. They are also partnered with the wildcat pantry, so they have more students outside of their student population that comes into their space.
    - i. A more accessible location that is easier to find would be better for them.
4. Eli commented that their budget notes that none of their base funding alignment is used for student wages. In 2024 there are numbers that indicate that some of those funds went to students.
  - a. They participated in the Vet Corp Navigator program for Washington Department of Veterans Affairs. There was a one-time site fee of \$3,000.
    - i. They minimized the program, and they were not approved to be an approved site location.
  - b. It was \$260/270 in CWU Student temporary overtime
    - i. Overtime is all lumped into one (student, temporary, and overtime) so it's likely just overtime.
5. Eli asked for clarification about 2023 CWU Goods. In 2023 it was \$750 but in 2024 it was \$2,300. What is in that category?
  - a. It's just programming. Whatever is going into events such as food, catering, event space, clean up, promotion materials, etc.
    - i. They did participate in the Vet Corps Program, so they are not sure which line item that falls under.

- b. Erin clarified that the depending on the account code for food it could be a programming expense. If they bought into the program may choose to code it as office supplies.
  - c. Last year they had to go through Ellensburg pasta company because catering was not able to support it, so perhaps there is a discrepancy on where it populated.
6. Eli asked about what repairs or maintenance the veterans center uses. He sees \$500 from 2023.
- a. Erin knows that one of them is the lighting up the wildcat for operation greenlight.
  - b. Operation Greenlight is a national initiative as an association for counties. Fundamentally it's a shining green light on a structure/ building to show support for the Veteran Community.
    - i. On campus they partner with Barge and the Wildcat statue at the SURC to light both of them green.
  - c. Anything that they do to their space in their student lounge there could be facilities costs for that.

**MOTION: Nick M made a motion to recess for 5 minutes . Arik seconded the motion. 4 (yes), 0 (no), 1 (abstentions)**

f. Community Garden at the Wildcat Neighborhood Farm

Presented by Kaitlyn

i. Mission

- 1. Support community health and wellbeing
  - a. Personal, social, and environmental
- 2. Provide opportunities for CWU Students, Staff, faculty, and members of the Ellensburg Community to learn about, grow, and enjoy fresh whole foods.
- 3. Develop space, methods and shared knowledge that fosters resilience and cooperation within our community.
  - a. Includes Ellensburg Community

ii. The space

- 1. 70 plots available with a wide range
  - a. Wheelchair accessible
- 2. Communal growing areas
  - a. Tended to by the collective in the Community Garden but are available for anyone to harvest from regardless of whether or not they are a member in the garden.
- 3. Gathering spaces
  - a. Where they host events and for students to get outside or study.
- 4. Pollinator garden and perennial food crops surrounding the community garden.
  - a. Encourage pollinators and increase yields for their gardeners.
  - b. Supports native wildlife

- iii. Breaking down barriers – their main goal, which encourages access to fresh organic and local food.
  - 1. Provides things for free
    - a. Seeds and starts
    - b. Tools
    - c. Water
    - d. Land
    - e. Guidance
      - i. For new and seasoned gardeners
  - 2. The Community Box
    - a. Vegetables were going missing. This was reflection of a need in their community.
    - b. Instead of increasing barriers they increased access
      - i. Free produce
  - 3. Communal growing spaces, which are tended to on a volunteer basis, but are available for anyone.
  - 4. Friendly access area
    - a. Raised garden beds that allows those with mobility limitations to work on in a seated position.
- iv. How is funding used?
  - 1. They do not ask of monetary fees for students or community members.
    - a. Instead, they ask for 6 hours of volunteer services.
  - 2. They are solely funded by S&A and are requesting \$9,800. This includes the 20% reduction that is coming to S&A fees.
    - a. The bulk of the funds go to student employment wages, the Student Garden Coordinator.
      - i. Serves as a liaison between the farm and garden.
        - 1. Although they share space and similar missions they are separate entities and bridges the gap.
      - ii. Coordinates orientation, events, and recruit new gardeners on campus.
        - 1. Despite being open to everyone students are the priority and they make an effort for students to know that this is resource available to them.
    - b. Tools and equipment
      - i. Seeds and upfront costs. Maintains garden and improves infrastructure such as accessibility.
- v. Who uses the garden?
  - 1. 35% Students
  - 2. 13% Student Organizations
  - 3. 10% Staff & Faculty
  - 4. 41% Community Members/Alumni
  - 5. 2% Community Organizations
- vi. Overall

1. 31 gardeners
    - a. Plus, student participation brings the total gardeners to about 70.
  2. In 2024 they fed over 112 people (self reported)
    - a. This does not include information from APOYO who feed about 100 people.
    - b. This does not include the community box and communal growing spaces.
  3. In 2024 they have 5 student organization
    - a. They 3 new groups in the past year including the office of international students, who are growing culturally relevant foods for their students.
    - b. Longstanding members are the Residential Hall Association and the Environmental Club.
    - c. In the past they have had participation from groups such as the Sustainable Living Learning Community, which used plots to grow food to table dinners that they held monthly.
- vii. New programming
1. Ongoing friendly accessible gardening area
  2. 2024:
    - a. Community dinners for volunteer events where they work together in their communal growing spaces followed by a potluck dinner to build community.
    - b. Adopt-a-Plot program for those that are not in Ellensburg over the Summer. Community members in town take care of student's plots over the summer.
  3. 2025:
    - a. Music in the garden series for community building.
- viii. Student Testimonial – McKenzee Guzman
1. Recent graduate and employee
  2. Although its primary purpose is to grow food, it became a peaceful place on campus to exist freely.
  3. Considers it their favorite third place that Ellensburg has to offer.
  4. Spending time in the garden allows them to nurture their mental and physical wellbeing.
  5. They've been a part of the garden for 3 years and becomes more beautiful due to the care that dedicated gardeners bring the space.
  6. They've witnessed different members of the community come together to tend to the garden's communal areas, which benefits members of the community.
  7. The impact of their efforts to feed those in need is immeasurable.
  8. They plead to continue this mission to root for one another and grow together at the Wildcat Farm Community Garden.
- ix. Question? Comments
1. Arik asked if the music in the garden event will be charging for it, community base, or volunteer based.

- a. They are thinking of doing it volunteer based with a volunteer project followed by a potluck.
2. Do they plan on doing any fundraising events?
  - a. They are considering that.
  - b. They have done a lot of farm based events to bring in some revenue. They are exploring ideas for doing that with the garden too, but's harder to turn revenue with the community garden.
    - i. The foods grown from the plots get turned to the families that grow them, which is why it's difficult to turn a revenue from that.
3. Erin asked about when the garden first started. Was there ever a charge?
  - a. This project used to be located where the track field is by Whale apartments. They then moved when Dugmore was built. They do not recall a charge because it was meant to be a resource for those to grow without those resources. There are enough barriers to start as it is. They don't believe there was ever a charge since it's been a part of the farm.
4. Eli asked for them to explain how the farm creates a relationship with the Ellensburg community and how they both impact each other.
  - a. The farm and garden both have similar missions. They both are about breaking down barriers that create inequitable access to food. They are starting to bring more attention to the farm.
  - b. Drawing attention to the farm draws attention to the garden.
    - i. Anytime they have a group that's visiting the farm, they also tour the garden. They make those people aware that it's a resource that's available to everyone.
5. Erin asked if they fill all of the available plots every year. Do they find that they have room to add more gardeners?
  - a. They always have room to add more but they give students priority.
    - i. If a student applies and they ever were to run out then they'd have a waitlist that would be prioritized for students.
    - ii. They have never hit that limit.
  - b. Some folks ask for additional plots and they will open it up at some point for additional plot reservations.
6. Ian asked how much participation they received from the local community over the summer and is it enough to cover the student plots.

- a. Because it is new as of this summer it was not really advertised in the Spring. They did have a good participation this summer.
  - i. Students were excited to meet up with those community partners and see their plots after the Summer.

### **Old Business**

#### A. Supplemental Funding Request – Deliberation

##### a. 2511: Pulse Magazine – Student Conference Travel

- i. Eli thinks this would be a good opportunity for students. Conferences are a great way to learn about the specific environment and the culture. It's a good way for students to network.
  1. Nick M agrees but notes the diminishing returns for sending 6 students compared to 4. He is leaning more towards funding 4 students.
  2. Arik agrees with Nick M. He was leaning towards 4 because they have a lot of seniority going who have already been to other conferences and thinks it would be a good opportunity to send the others who haven't at this point but limiting it to the 4 .
- ii. Ian agrees with the funding for 4 students. Seeing it approximately costs \$1,000 per student according to the table. The 2 is less cost efficient.

**MOTION: Nick M made a motion to partially fund the request for \$4,404 (for 4 students to attend the conference). Arik M seconded the motion. 3 (yes), 0 (no), 1 (abstentions)**

- Nick V had left the meeting prior to the deliberation and voting

### **Public Comment – Second Call**

None.

### **Adjournment:**

**MOTION: Nick M made a motion to adjourn the meeting at 3:37PM. Arik seconded the motion. 3 (yes), 0 (no), 1 (abstentions)**

**Our next meeting will be February 7, 2025 (SURC 301) at 2:00pm.**

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