

**Services and Activities Committee**  
**Meeting Minutes**  
**April 5, 2024**

**Called to order:**

Xander called the meeting to order at 5:07 pm.

**Attendance:**

Xander Johnson, Mia Young, Erin Sargent, Alice Williams, Nicholas Villa, Joey Bryant

Absent: Spencer Winters, Jared Osborne

Guests: None.

**Agenda:**

**MOTION: Alice made a motion to approve the agenda from 3/7/24 & 3/28/24. Nick seconded. Motion Carried. 2 (yes), 0 (no), 0 (abstentions)**

**Minutes:**

**MOTION: Alice made a motion to approve the updated minutes from 3/7/24 & 3/28/24. Nick seconded. Motion Carried. 2 (yes), 0 (no), 0 (abstentions)**

**Reports**

I. Chair:

a. None.

II. Advisors:

a. Joey reported a pending supplemental request.

III. ASCWU:

- a. April 9th is Drag Brunch. There will be good food and performers. April 9th from 5-8PM in Holms. There is a \$12 fee, but there is a drag show at 6PM.
- b. There are elections being held. All 6 of the VLD positions are available for election as well as senator positions.
- c. They are looking for S&A members. If anyone is interested, send them to the ASCWU website and have them apply under "Committees". We are also looking for members for accounts of property.

**Communications Received**

None.

**Public Comment**

Xander is taking his social study certification exam tomorrow, so wish him luck.  
Joey and Erin wished him luck.

**New Business**

None.

## Old Business

- A. Spring Quarter Meeting Schedule – Meetings moved to Fridays  
**MOTION: Alice made a motion to move S&A meetings to Friday's at 6PM for the duration of Spring Quarter. Nick seconded. Motion Carried. 2 (yes), 0 (no), 0 (abstentions)**
- B. CWUP 8-40-040 Services and Activities Fee Guidelines Review & Update Process
- a. The committee will make recommendations and comments for this week. Potentially there will be a vote to move them through the University's process. There are a few things that need to be updated, specifically 2 policies that may need to be changed permanently.
  - b. The committee makes recommended updates and vote to finalize. Then it goes through the university's process.
    - i. Nick shares this with ASCWU then it goes to the VP for SES, the Senior VP, and Chief Financial Officer.
    - ii. Both are able to review this, ask questions, or push back. If they push back they can send it back to S&A.
    - iii. If pushback occurs the committee can agree with their changes or they go to dispute resolution.
  - c. Once this is finished, the changes go to the university executive leadership team and UPAC (University Policy Advisory Committee), who puts it out to the whole university community for comments and feedback.
  - d. If the updates go through, then the Board of Trustees will meet to approve in their Summer meeting so that the policy will be new and in effect for next year.
  - e. Updates and changes:
    - i. Vice President of Student Engagement and Success instead of Dean of Student Success.
    - ii. Joey recommends that no changes be made to the initial preamble paragraph, as it is fairly set and mentions the specific RCWs.
  - f. Usually this is reviewed by a sub-committee but the committee is so small that the committee will review this instead.
  - g. The committee is made up of 9-13 voting members but Joey believes that this is vague and confusing. He recommends of having the language be "up to 9" or "up to 13" voting members.
  - h. Xander asked if they could make it so there is a minimum of 3 but no more than 13?
    - i. Joey said that is possible but there needs to be enough for positions and quorum. A committee of 3 could not really proceed if there is a few.
    - ii. Alice likes the minimum, but recommends maybe a larger number of 7 or 5 would be good.
    - iii. Xander asked how 6 sounds?
    - iv. Joey noted that they only have 4 members currently. He likes the idea of having a minimum of 5 and up to 9 or 13 voting members. They can't proceed unless they have that minimum. They would not even have unofficial meetings until they had that minimum.

- v. Nick thinks it would be difficult to put a minimum because it would require consistent amount of members. If they don't have that consistency, then it will be difficult to meet and have things move along.
- i. Xander asked if quorum is a flat rate, not a percentage?
  - i. It's the majority. There needs to be a majority present to meet quorum.
  - ii. Xander thought of not having a minimum.
  - iii. Alice agrees with Joey that the current 9 to 13 restriction is vague and creates uncertainty.
- j. Xander asked if they could consist of up to 13 voting members?
- k. Nick wonders why in the past it was 13?
  - i. Joey stated that it was 13 already.
- l. Erin noted that VP for SES was stated twice.
  - i. Alice noted that it was there a few more times.
- m. Joey and Nick decided to change ASCWU Student Government (ASCWU-SG) to just ASCWU Student Government.
- n. Joey noted that there may be need for the committee to meet in the summer via ASCWU's recommendation.
- o. In section 3a, Joey recommends keeping this as an intention and goal. If this is made as a requirement that there are those positions, it can become even harder to fill the positions.
- p. There are 3 non-voting committee appointments intended to be appointed by faculty senate.
  - i. Joey recommends keeping section 4 and 4a and following up with faculty senate. Although there is not a faculty member on the committee, there are 3 faculty/staff here.
  - ii. Alice thinks it is helpful to have a faculty member on the committee.
- q. In the past meetings, began on Wednesdays at 5pm or 5:30pm as the first meeting. The committee has the ability to move it, but advance notice is required as well as update the website.
- r. Budget procedures. Joey noted that there were a couple of spots that need to be changed to operantly come into affect.
  - i. Joey recommends not making changes to the funding priorities because of contractual and legal obligations.
  - ii. Joey noted that the last line in the S&A Fee Changes paragraph means that the S&A committee would not be able to recommend a fee increase that is more than tuition.
- s. Base Funding Procedures comes up this next year. This is set by the system and quarters, so Joey does not recommend changes.
  - i. By October 1<sup>st</sup> this year it needs to be publicized on the website, notice needs to be sent out to the current base funded groups, and it needs to be published with information in the first issue of the university newspaper.
  - ii. The review begins Winter Quarter. The committee has to have their full committee recommendation on the full base funding no later than the last week of March.
    - 1. The base funding units get a chance to say if they are in support or not.
  - iii. If it is all in agreement it goes to the Board of Trustees for review.

- t. Supplemental Funding was changed last time.
  - i. There are requirements and priorities that need to be considered when granting supplemental funds. The committee has done this before.
- u. S&A Fund Management involves a lot.
  - i. Regarding the section 3b. Under-Expenditures: The committee voted for a one-time last year, and this year, that unused S&A allocations can be carried forward from one academic year to the next, but will not be carried forward beyond the fourth year of the funding cycle.
  - ii. Joey recommends updating under-expenditures so that unused S&A fund allocations may **not** be carried forward at the end of the fiscal year and will be swept back to the S&A general fund.
  - iii. Erin asked if the committee would keep the part about “exceptions may be approved by the S&A fee committee, but only in advance and for good cause shown”?
    - 1. Alice thinks that the committee should keep the exceptions.
  - iv. Under-expenditures have been changed to not be carried forward at the end of the fiscal year they are allocated.
  - v. If there is a position that is vacant for one month then the salary savings from the position will revert to the S&A fee to be reallocated.
    - 1. Joey recommends implementing the change to permanently keep this as “one month” instead of “six consecutive months”.
  - vi. If there are unused supplemental funds that are not used within the 60 days of the requested date, then they may be called back for review by the committee.
    - 1. Erin noted that if this happens the committee may want to follow up to ask if an extension is needed or if the funds should be redistributed.
  - vii. Annual Reports are due December 1<sup>st</sup>. They have never used the portion saying that failure to submit may result in denial of future funds.
- v. Dispute Resolution Procedures
  - i. If the committee and CWU administration disagrees then there is a process of dispute resolution where there’s a committee that reviews the information and provides a recommendation to the Board of Trustees.
- w. Questions/Comments?
  - i. None.
- x. Send feedback/changes to Joey so it can be accumulated to the Policy edits. If there are any questions feel free to reach out to Joey.

**Public Comment – Second Call**

None.

**Adjournment:**

**MOTION: Alice made a motion to adjourn the meeting at 5:47pm. Nick seconded. Motion Carried. 2 (yes), 0 (no), 0 (abstentions)**

**Our next meeting will be April 12<sup>th</sup>, 2024 (online) at 5:00pm.**

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