

Services and Activities Committee
Meeting Minutes
April 19, 2024

Called to order:

Xander called the meeting to order at 5:03pm.

Attendance:

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

Absent: Spencer Winters, Jared Osborne

Guests: Gretchen Lohse, Jennifer Green

Agenda:

MOTION: Alice made a motion to approve the agenda. Nick seconded. Motion Carried. 3 (yes), 0 (no), 0 (abstentions)

Minutes:

MOTION: Alice made a motion to approve the updated minutes from 4/12/24. Nick seconded. Motion Carried. 3 (yes), 0 (no), 0 (abstentions)

Reports

I. Chair:

a. None.

II. Advisors:

a. Erin is still sending out the budget planning documents to the S&A funded groups. The committee is recommending they reduce their budget by 15%, which is tentative. Based on head count and enrollment it doesn't look like that recommendation will change between now and then. This is a tentative plan, so this may change.

b. Joey reminded everyone that as it relates to supplemental requests to submit them no later than Friday, May 10th. This gives the committee a week's notice to get them on the calendar for May 17th, which allows the committee to vote on their last meeting: May 24th.

III. ASCWU:

a. This week PATH is having their show up to speak out event. This is April 24th from 5-7. This is a march in support of sexual assault survivors, and it's their 3rd annual event.

b. ASCWU will be making posters for their march on April 23rd in the ASCWU office from 10AM – 6PM.

Communications Received

None.

Public Comment

- Mia shared that BSU is hosting Showtime this Sunday (4/21) from 8 – 10PM. Showtime is like a talent show where the audience determines the results of the show.
 - ASCWU will be performing at Showtime, so please come and support their performance.
 - Free for all and the winner gets a \$100 cash prize.
- Xander is employed by the CWU learning commons. They have an event called Pizza Punctuality on April 23rd and 24th. Learn about time management, play papas pizzeria, and get some free pizza in Brooks 101 from 5 – 7 PM.
- CWU Orchesis are dancing this week. This goes on tonight (4/19) and tomorrow (4/20). They have 12 pieces so check it out and support students.

New Business:

A. Supplemental Funding Request – Presentation

a. 2408: PULSE Printing Costs - \$5,647

- i. The ACP conference was last month. This was on their most previous supplemental request. PULSE won multiple awards at this conference.
- ii.
- iii. PULSE gives students real work experience by creating a lifestyle magazine, which they can take to the workforce. This provides students with skills such as deep dives into evolving news stories. PULSE is recognized on a national level; PULSE has won regional and national awards.
 1. By the students for the students. The students are interdisciplinary ranging from writers to photographers. They regularly collaborate with various departments and programs.
 2. Supports students and provides an actual course for student interested in journalism, photography, and design.
- iv. Printing costs are \$5.5K higher these last 2 years than they were before the pandemic. Printing costs are increasing, which forces PULSE to cut student hours. Despite these cuts, PULSE is still projected to end the year with a \$5,123 deficit. Cutting student hours decreased the deficit by \$3.1K. The time needed to publish exceeds the course credit hours. They are asking for funds to cover the forecasted deficit of \$5,123.
 1. This was due to the increase in minimum wage by 54¢ from last year. They are compensating this by cutting hours, but there are only 2-3 people on staff which is under the 20 hour mark.
 - a. Editors tend to get 10 hours max.
 2. The printing costs are increasing and projected to continue increasing.
- v. They started this year in an \$8.7K deficit; they are now projected to End the Year with a \$5,123 deficit. Despite their efforts it has been difficult to operate in this dire state. They have about \$2.6K for salaries, and the next

round of printing will cost \$5.3K. Based on those costs, they project an increase in by nearly \$8K in expenses by the EOY.

1. They reduced their deficit by compensating for the minimum wage and making difficult business decisions as it relates to their printing costs.
- vi. They are asking for \$5,123 to cover their End of Year deficit. This would cover their printing and staff costs.
- b. Questions?
 - i. Nick commented that it sounds like the group is trying to not be in a deficit. PULSE is trying to cover printing costs which were heavily affected by the minimum wage increase.
 1. Gretchen agreed.
 - ii. Alice thinks that this is a thorough presentation. It is interesting to note that it has gone down since their most previous request. As Nick stated, PULSE is making moves to work on this deficit.
 - iii. Gretchen added that March actuals were down due to spring break and students not working. This why the forecasting amount prior to March was a bit higher. It's likely that the salaries for April, May, and June are accurate because there will be no breaks there.
 - iv. Xander appreciates the presentation and thought I was very well thought out and a well-made presentation. Their facts were laid out very well.
- c. Joey reminded the group that requests begin with a presentation on the first week (this week). This gives the committee the opportunity to decide if they have enough information to vote next week. So, next week the committee will discuss and vote on this request.

Old Business

- A. CWUP 8-40-040 Services and Activities Fee Guidelines Review & Update
 - a. Last week the committee gave Jared the week to review the policy. There were no updates or comments to make changes.
 - b. The committee can make no action, which tables the discussion to next week. The committee can instead make a motion to move forward with these updates.
 - c. Alice recalls looking at this before and would happily motion for this as it is.
 - d. Xander is happy with this, despite not having an opportunity to vote on this.
 - e. Yahir read the policy, and it looks good to him. If the committee wants, they can table it and review it again next week.
 - f. Xander is sure that Jared would have mentioned any issues if he saw any. Xander entertained a motion to vote to approve the edits made.

MOTION: Alice made a motion to approve the edits previously made. Nick seconded. Motion Carried. 3 (yes), 0 (no), 0 (abstentions)

- B. This will get passed to the VP for SES and the Senior VP for Finance Administration. If there are concerns it will get sent back to S&A. Ideally, they will say it looks great, so then it would go to the university policy committee and then the BOT.

Public Comment – Second Call

None

Adjournment:

MOTION: Alice made a motion to adjourn the meeting at 5:27. Nick seconded. Motion Carried. 3 (yes), 0 (no), 0 (abstentions)

Our next meeting will be April 26, 2024 (online) at 5:00pm.

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