

Services and Activities Committee
Meeting Minutes
May 27, 2025

Called to order:

Eli called the meeting to order at 5:10 pm.

Attendance:

Erin Sargent, Robbi Goninan, Mia Young, Arik Spring, Nick Moreno, Marisol Torres Alcantar, Eli Alvarado, Nicholas Villa

Absent: Oscar Martinez, Yahir Calderon Sotelo, Ian Seymour

Guests: Lola Gallagher, Ruben Cardenas, Nicholas Evans, Tommy Skaggs, Rosario Herrera Naranjo, Lexi Wicks, Brandon Mattesich, Gunner Stuns, Hondo, Jackson Roberts, Nick Evans, Verónica (Vero) Gómez-Vilchis, Ruben Cardenas

Agenda:

MOTION: Ian made a motion to approve the agenda from 5/27/25. Nick V seconded. Motion Carried. 3 (yes), 0 (no), 4 (abstentions)

MOTION: Ian made a motion to edit the agenda from 5/27/25 to move ASCWU after PULSE. Marisol seconded. Motion Carried. 3 (yes), 0 (no), 4 (abstentions)

Minutes:

MOTION: Marisol made a motion to approve the minutes from 5/20/2025. Arik seconded. Motion Carried. 3 (yes), 0 (no), 4 (abstentions)

Reports

- I. Chair:
 - a. None.
- II. Advisors:
 - a. None.
- III. ASCWU:
 - a. None.

Communications Received

None.

Public Comment

None.

New Business

- a. Supplemental request- #2519 KCWU

Presented by Tommy Skaggs

- a. Funding to help out with their student worker budget
 - i. Staff wages for students working events, running the station, and training
 - ii. Total Request: \$8,963
- b. \$4,000 in wages for students working orientation and other summer events. At these events, students will provide music services or interact through tabling sessions.
 - i. \$300 in staff wages daily to play music, career fair, and after hours event
 - 1. Usually includes ice cream
 - 2. For 2 student workers
 - ii. Partnering with Fred Meyer where they will be having them there for several days
 - 1. Student staffing is needed since it's looking like more events than they have had in the past
 - iii. Welcoming students into CWU
- c. \$3,663 pays for 2 students working in summer to work 10 hours each per week during the summer.
 - i. Program Director selects music for the station, does programming, and does additional duties as assigned
 - ii. Production Coordinator is needed to meet their FCC requirements they usually have. They create campus announcements, station imaging, and ascertainties.
 - 1. Creates 5 campaigns for 5 spots each
 - iii. Essential positions
 - 1. Meets FCC requirements (Federal Communications Requirements)
 - 2. Summer is determined
- d. \$1,300 allows Fall student staff to arrive a few days early to prepare for the year.
 - i. Doing in partnership with SLICE and the Publicity Center and HR to have onboarding training
 - 1. Includes preparing for Engagement and Info Sessions
 - 2. Training will consist of general departmental and university policies, procedures, teambuilding, and awareness of campus resources as well as job specific training.
 - ii. Students usually come back to campus thrown into the job.
- e. Questions? Comments
 - i. How many events do you think are hosting this summer?
 - 1. Up in the air. 7 more orientations which is about \$300 a day. Fred Meyer works with 6 additional days. Any other welcome events. They will ask for events for the summer
 - a. In the past they've said no or made accommodations as needed
 - ii. Does Fred Meyer have a fee to work with them?
 - 1. This goes into their revenue
 - 2. Orientation is split into 3 parts
 - a. First day plays music which includes a base fee \$250 but with additional costs depending on the organization

1. Their names are attached to these printed stories
 2. Certain things that come along with this job that require certain expectations needed to be met
 3. They deserve paid positions to do these difficult jobs
 4. Student media cannot continue without paid staff jobs
- c. Some points to note
- i. Communication department is actively pursuing making the change so students with paid positions do not need to enroll in the classes
 1. Hoping to make this change by fall
 - ii. Actively working on improving their unique revenue streams
 1. Using other existing funds to hire 2 marketing majors to sell ads.
 - a. Opens up opportunities for ads
 2. Opened up new ad spaces online on both publications' websites.
 3. Created donation buttons on both websites.
 4. Seeking approval to bring in new news racks that will have ad space on them.
 5. Converted the usual annual Orientation issue into a Week of Welcome special edition that has already paid for itself through ads.
 - iii. Trying to reduce the burden on S&A by doing their part to open up alternative revenue streams and lighten the load in the future
- d. Fall national conventions
- i. Invaluable Training opportunity for student media
 - ii. Met people that works for a career sector that are valuable in their career path. They also met colleagues at other universities such as Duke
 - iii. Bring back ideas, strategies and techniques to improve student media for all students.
 1. They've been to 2 of these conferences. Learned from student journalists Integrate into their structure, which benefits the magazine and the student body.
 - iv. These are places where we have historically won awards. Attending benefits student media and CAH school as a whole
 1. Submitting their work gets them recognized
 - v. Networking is invaluable
 - vi. Estimated 3 students from each publication
 1. Registration (\$150 x 6) = \$900
 2. Airfare (\$282 x 6) = \$1,692
 3. Hotel (on site) = \$3,640.85
 4. Mileage (one driver) = \$68.15
 5. TOTAL: \$6,301 / \$3,150.50 each pub.
- e. Observer
- i. Printing: \$4,926*
 1. Contingent on printing
 - ii. Staff salaries: \$6,414
 1. 7 staff members x 10 hours/week x 5.5 weeks
 - iii. Conference: \$3,150.50
 - iv. **Total: \$14,490**

*Based on last year's estimated costs for Sept-Oct

- f. PULSE
 - i. Staff salaries: \$2,290.75
 - 1. 25 hours total x 5.5 weeks
 - ii. Conference: \$3,150
 - iii. Deficit Coverage: \$1,553
 - iv. **Total: \$6,993.75**
- g. Questions? Comments
 - i. Do they have something for tracking their printing?
 - 1. They've been handling distributions
 - a. Number of how much they get and
 - b. About 3-4 stacks left which is about 100 leftovers sometimes
 - ii. Observer and PULSE came in to ask for supplemental for the previous conference due to an overspent budget? Is there a way to ensure that it is not more than what was estimated?
 - 1. They've learned a lot. There were a lot of variables out of their control. They are planning way ahead and don't think those issues will come up again
 - 2. They don't think that will happen again
 - iii. They asked about how their class roster / requirements would impact things? What was that be about?
 - 1. That spoke to the idea that paid workers will not be on the roster in classes. Come fall that requirement should be separate.
 - iv. Staff Salaries aren't for summer but for fall?
 - 1. This is bridge and will carry for them to carry more in October
 - 2. They may have to ask for more if it is determined that it's needed
 - v. They have a little bit a data on copies leftover. Is there someone tracking how they could print less?
 - 1. The minimum they could buy is 700
 - a. Certain issues get picked up less than others
 - 2. Looking into alternative printing locations
 - a. Trying to get past that minimum limit they set
 - vi. The PULSE request is for Fall as well
 - 1. They print PULSE 3 times a year once a quarter
 - vii. For salaries how long would that be within normal scheduling?
 - 1. This is budgeted for 5.5 weeks to carry that distance
 - viii. For the conference, the students that are going – since 6 students are going (3 from each publication) are those students in the class as well?
 - 1. They send the people not towards the senior year – an investment is that they use the knowledge that they gain – younger staff and staff prospects – they could work their way up to editor and chief
 - 2. Some went when they
 - 3. It's possible that some may or may not be in the class
 - ix. The supplemental funding is reimbursement so they will expend the funds first and S&A will reimburse based on their decision

- x. Would students enrolled in the class that attend the conference, would they have to complete an assignment?
 - 1. In the past they wrote to the communications department, but some opted to write beyond that.
 - a. Not assignment based and just sharing and taking notes what they learned.
 - 2. It's not a requirement of a course to go to the conference. The conference is completely separate
 - xi. Since it's reimbursement based who is going to be funding that?
 - 1. If S&A approved this, Erin would work with their advisor to the get the budget so supplemental would only cover what was actually spent. They would hold a space for what funds were approved and assist them with that reimbursement process.
 - xii. There are different printing options – do they have a QR code in the stand for their online paper?
 - 1. They've used QR codes and have had stories that continue online. In the past they used QR codes that linked to their website and the same is true with PULSE.
- c. Supplemental request- #2522 ASCWU
Presented by Nick and Hondo
- a. The Reason for the request is to give the BOD members adequate time and wages over summer quarter, to train and prepare for the incoming year.
 - i. Everyone, but Hondo, on the board is completely brand new
 - ii. With the Scheduling director leaving there is going to be more things to consider as it relates to scheduling
 - b. The supplemental request would give the BOD 10 additional hours to learn the ropes of their positions and give them time to plan for next 3 quarters. This supplemental request would give the incoming BOD a total of 20 hours over the summer with 10 of those hours coming from this supplemental request
 - i. Looking into an ASCWU cross training comprised of the Senators, staff, board, and new advisors. They would connect the offices with each other and connect back with the student body.
 - ii. A lot of meetings will be needed.
 - iii. Learning Roberts rules of order
 - 1. 2 board members would not have that experience
 - 2. Learning that during this time will allow them to be confident and knowledgeable of those rules
 - iv. Sets the precedent for staff training makes sure they have the correct information and that they know what this looks like
 - v. Let's them be more proactive in fall quarter for being more visible in the welcome week
 - 1. A lot of work for the president and the board
 - vi. There is a new advisor starts June 1st so a lot of that work will go into training them moving forward before fall quarter starts so they know what to expect going into fall
 - c. This past summer they had a lot of applicants and had to turn students away
 - i. They will have to hire a lot to support them

d. Cost Breakdown:

1	June 16th - 22th	\$1,214.91
2	June 23th - 29th	\$1,214.91
3	June 30th - July 6th	\$1,214.91
4	July 7th - 13th	\$1,214.91
5	July 14th - 20th	\$1,214.91
6	July 21st - 27th	\$1,214.91
7	July 28th - Aug 3rd	\$1,214.91
8	August 4th - 10th	\$1,214.91
9	August 11th - 17th	\$1,214.91
10	August 18th -24th	\$1,214.91
11	August 25th - 31st	\$1,214.91
	Total	\$13,364.05

e. **Request: \$13,364**

f. Summer Preparation

i. Training

1. 25 Live Training
2. Training on Governing Documents
3. Understanding Budgets
4. Public Record Management
5. Event Planning
 - a. Wellington wildfire, student appreciation, ASCWU block party
6. Contracts and Pre-approvals
 - a. Making deadlines
 - b. Catering requires
 - c. Setting expectations and working with all of their campus partners working with fall and spring
7. Goal Setting/Planning
8. Team Bonding
9. Meet with counterparts
10. Meet with campus partners
11. Roberts Rules
12. WSA Lobbying
 - a. Last year they hosted the general SA on campus
 - b. Make sure that they have what's needed to be success
13. Learning their own position

g. Creating that work life balance with ASCWU

h. Questions? Comments

i. Sept 1 is when BOD transitions into stipends?

1. With their tight budget going into next year they are trying to avoid having pull into their programming budget, which is already tight.
2. Sept 1 is when they would switch from hourly into the stipend pay for the BOD

3. Any alternative funds for extra hours comes out of the programming budget
- ii. Last year during the summer BOD spent about \$17K for 10 hours a week. Would it be double 10 hours budgeted?
 1. Yes, they are budgeted for 10 hours, and they would be doubling it for this summer. They are trying not to pull from programming for the hours needed and to ensure the BOD has more time to transition
 2. Doubling it would let them work in addition to the 10 hours budgeted for the summer
- iii. Regarding training on governing documents. Can we know what that would entail and how it would pertain to their constitution?
 1. Uploading them falls out of the president's office, so Hondo would be working to get them uploaded. Past years are uploaded but not this year – they should be uploaded every week. ESC falls by different rules but would like to figure out how their bylaws work. Then there are special elections. They plan on working on updating those documents as well
 - a. All of their documents are on a Microsoft teams
 - b. Ensures that the BOD staff and senate know that they are getting regularly updated as well
 2. Updating contracts will give access to their partners to that information and increase knowledge for how each process works for everyone to know and available to them
 3. Meet with their advisor regularly to ensure that they are on track
 4. Council Probity's job is if there to ensure that BOD follows the constitution. They will fill the council of probity going into fall
 - a. Gives them that training before so that they can be ready to meet and convene
- iv. Senate meetings did not have meeting minutes will that change?
 1. Yes. They had a student bring this issue to their attention and learned then that those documents are supposed to be regularly uploaded to the website from the president's office. This is something that they are aware of and wanting to address in summer to keep documents are regularly updated and on the website then work to keep regularly updated
 2. Creates a more streamlined process
 3. The website can be difficult to navigate
 4. Staying on top of it for staff partners to have backups for them
- v. The advisor would be keeping them accountable for those things
 1. The advisors ensuring that we are following their bylaws and ensuring things are posted regularly, keeping active communication, and if need be, the council of probity to update them
 - a. Their responsibly is to hold them accountable if they are not doing their jobs
- vi. How long is WSA lobby?

1. January to March which his 60 days
 - a. Long session is 90 days
 2. Fall quarter is when they set what they are prioritizing in the capital
 - a. That's going to be more directly out of the governmental affairs office
 3. Figure out what they need to prep for before they step into that.
- d. Supplemental request- #2520 Publicity Center
Presented by Rosario Herrera Naranjo and Lexi Wicks
- a. 3 main things
 - i. Summer design student for client projects, design and printing of Fall quarter Hype Events Guide, and early onboard and training of creative staff
 - b. Summer design student for client projects

Starts: June 23, 2025
Ends: August 29, 2025

 - i. Work on client projects and the Fall Hype events guide and provides additional summer support to work on project requests from departments preparing for fall programming and assist with Orientation outreach as available.
 - c. Example of last year's student designer, Angelina
 - i. Summer projects were on Sept 28 auditions for Rocky Horror Picture Show
 1. Having her on staff helped distribute these assets before students arrived on campus
 - ii. Designed a window decal that lives in the Veteran's Center
 - iii. Handbook for RSO work clubs which is 20 pages long
 - d. Fall 2025 HYPE Events Guide
 - i. Comprehensive guide to events and activities on campus
 - ii. Distributed to residence halls, common spaces at campus apartments, locations throughout campus, and select off-campus locations for non-residential students.
 - iii. We also post online for online students and other campus locations.
 - iv. Fall Quarter: \$3,500
 - v. Print late August to meet our September distribution plan.
 - vi. Additional quarters included in the request (\$3500x2=\$7000) or if the committee recommends, we can come back at a later date for Winter and Spring quarter.
 - e. Onboarding and staff training
 - i. Implementing focused onboarding and training with all staff prior to fall quarter start
 1. Required trainings
 2. Teambuilding
 3. Position-specific skills
 4. Project and file management
 5. ETC.

- ii. This also allows for shared training sessions and teambuilding with other departments including SLICE, KCWU, and ASCWU.
 - 1. Builds understanding and limits disparity in training
 - a. They are all coming from
- iii. They have a lot of new students coming in the Fall which is about half of their staff
 - 1. Prepares them, team building, establish goals, and learn processes
- f. Overview of the costs

Estimated expenses:

Student internship and creative staff support	\$10,000
June 23 – September 24, 2025	
HYPE Events Guide (fall quarter)	
Printing: \$3500	\$3,500
Optional: winter and spring quarters	additional \$7,000
TOTAL.....	\$13,500
OPTIONAL TOTAL.....	\$20,500

- i.
- ii. Student Internship and Creative Staff Support:
 - 1. Summer design student
 - 2. Early onboard and training for creative staff
- iii. HYPE Events Guide”
 - 1. Fall Hype Guide (\$3,500)
 - 2. Optional funding of winter and spring quarter (additional \$7,000)
- g. Questions? Comments
 - i. There are required trainings and additional trainings that they would like to offer their students
 - 1. They have 5 incoming students and would like to prepare them before the first day of school to limit difficulties and ensure a smoother transition process occurs.

MOTION: Ian made a motion to extend today’s meeting by 30 minutes. Arik seconded the motion. 4 (yes), 0 (no), 3 (abstentions)

- ii. Training last year?
 - 1. Started last year. They are all under the student involvement umbrella and wants to ensure that they are all on the same page before they get through high speed projects for fall.
- iii. Copies of HYPE
 - 1. 4500
- iv. How many are left uncollected
 - 1. For the last one
 - a. They only have a few left
 - 2. In winter they did have more of extra because winter tends to be over
 - 3. Fall and spring they tend to be gone
- e. Supplemental request- #2521 SLICE
Presented by Lola Gallagher

1. Ensures that they are well adjusted for fall quarter
2. \$11,000
- b. Summer projects/staff
 - i. 2-3 student positions over the summer to
 1. Update RSO handbook
 - a. Important to update for ESC, RSO, and sport clubs
 - b. Shore up gaps
 2. Their new Assistant Director will be aligning those organizations
 - ii. CWU Engage training and updates
 - a. New
 2. Events listed, different ways to track service hours, and had a soft launch during winter quarter
 3. Rocky start so they would be dialing this in during the summer for fall with a smooth handoff
 4. This is the same app that suitable uses to engage
 5. More concentrated pathways such as EDGE for the CB
 - iii. Fall programming prep such as week of welcome
 1. Other things to be prepped
 - iv. Updating the website
 1. Creating a hub for those opportunities
 - v. Est \$6,000 for this
- c. Pre-Fall Onboarding
 - i. Work with other departments for across the board training to give their students consistent training which is important
 1. Connects student staff to each other to better assist students at large
 2. Training will help and the advisor from here will help develop a solid strong program
 - ii. SLICE was very involved with Week of Welcome – there were all students involved in these presentations for incoming students and getting students connected knowing to get to places and resources
 1. 10 students
 - iii. Est \$5K
 1. They'd be coming a week or 2 early for week of welcome and the fall learning programs
 - iv. Questions? Comments
 1. Last year?
 - a. They overspent about \$10K last year which is about what they're asking
 2. They don't want to compromise the programming to students so they would like to mitigate by being a quarter ahead
 - a. Collaborating with other areas
 3. Does this number tie in with base funding? Will this come up next year or is this tied into their budget
 - a. They will have to see how this goes and make changes and adapt

- b. There are intentional collaborations and strategically working together
 - i. If there are gaps in what they are offering or repetitive stuff
 - c. They don't want to operate with less student positions but that big cost comes from those positions. If the events are more collaborative or intertwined - in past years it also was because there were a lot of areas working together and not programs
4. Wages
 - a. \$6K is during the summer wages
 - b. \$5K is to bring the rest on early
5. Because SLICE has to do for Clubs – is there going to be in some way to do a tracking to see which clubs have active participants
 - a. Yes and they are so excited for that
 - b. They need to get them there and get a much better training program for the clubs themselves, the officers, members, and advisors
 - c. It's an awesome platform and just scratched the surface.
 - d. Nobody has had time to sit down and get the amount of expertise that they need.
- f. S&A Policy changes for review
- a. Current Policies listed on S&A Website- review
 - i. Policies on the website that determine how S&A is governed
 - 1. Edits were changed last year that were approved by the committee but did not go through the proper channels
 - 2. The point of the conversation is to look at the policies and changes
 - 3. Review the policy to see if there are any additional changes that the S&A committee would like to propose then they would take it to the VP and the rest to propose
 - ii. Changes such as title, student representation, the process in which students are appointed, the VP SES office vetting, and the VP SES approval.
 - 1. Representation, etc.
 - iii. At the BOT meeting it was discussed to have more of a vetting process for more reviews – it should be sent out to those departments first and see if they want to talk about it through the appellate process
 - 1. The recommendations were sent to the departments and some of that responsibility comes from the department advisors and how they are communicating that to the students
 - a. It's the department making the request for students so each area is representing the department which is what is getting the funding
 - 2. Would this clarify the decision or the steps or the appeal
 - a. If an area is defunded then instead of them not having anywhere to go then what would be that next step

- b. They would want to incorporate that with the VP SES office
- iv. The BOT mentioned a department member to represent themselves in deliberations
 - 1. This would be asking more questions at the deliberation table despite asking them to provide all the information prior to deliberations.
 - a. This would give them a chance to cover things that they missed.
 - 2. Maybe less of a revisiting process but a more extensive form process the first time with examples and suggestions for what would be in the presentation
 - a. Catching those issues before they present to limit issues. We can do this by asking more direct questions in the program reviews to create more uniform fairness
 - b. This was done 4 years ago.
 - i. Committee reviewed this in an off year and simplified it to make it easier for departments.
 - ii. There used to be 15-20 questions.
 - iii. Questions this year only highlight key things.
 - 3. It's hard to know all of that ahead of time but now it's clear what that issue is
- v. An appeal process would be for after the decision so that they know exactly what their priorities and plans are to handle disputes in house with the S&A committee first
 - 1. Having additional meetings to create enough space for deliberations and before the BOT would take up a lot of time
 - 2. They might need to start the deliberations actually before this quarter regardless.
- vi. Advisors will come up with a couple suggestions so they would like to have some kind of draft to send it to them all before the meeting and their hope is to provide the changes up to proper channels so that the board can approve it
- vii. It would be helpful to have an additional document to what the procedures look like by each quadrennial year
 - 1. Having that document live somewhere so that the next quadrennium has an idea of what the process looks like and tells them how the process is beyond word of mouth
 - 2. This could be guidelines we operate by whereas this is tied to CWU official policies
 - a. Advising could
- viii. Amending public comment to limit and prevent the public comment section from taking over the meeting
 - 1. BOT has a singular topic discussed by 1 representative
 - 2. They could do an in between version of that. BOT has a hefty docket to get through.

- a. When S&A had the 100 students public commenting it interfered with the business for the committee, so maybe saying that public comment cannot interfere with the business for the committee and can't make the meeting extend
 - b. Perhaps stops it at 45 minutes so that students can still share their voices
3. It could be scheduled needed time to cut it off appropriately with a time limit
 - a. If there was public comments submitted by email it could be a communications received
4. It could be similar to BOT so that they have to sign up online so we know how many people could be speaking. Constricting time would not be ideal
 - a. Adding a discussion at the committee so that if the docket is full that they need to limit to certain amount
5. Have them know that they are going to have a timeline before so that people are not blindsided to that timeline
- ix. Are they not having faculty members ?
 1. Policy changes to exclude faculty members and include only students
 2. Faculty did not volunteer their time thus the removal of faculty from the appointments
 - x. Come back with the updates and changes for next week
 - xi. The advisors will look at the appeals process and how those are operated as well as a timeline for the quadrennial years
- b. 24-25 S&A Committees approved edits- review
 - i. Any other edits, additions or comments

MOTION: Arik made a motion to table those two items for next week. Ian seconded the motion. 4 (yes), 0 (no), 3 (abstentions)

Old Business

None.

Public Comment – Second Call

Brandon Mattesich:

- I just want to suggest having watched the BOT's deliberation that the committee should seriously consider the appeal idea. Once budgets are proposed programs should be able to appeal in some way. This allows those programs to have that opportunity before the final version of recommendations are sent to Joel Klucking for approval.

Lola:

- I would request that there is some sort of training for all the fund managers for the Base Funding process so that it is very clear to them. All of those emails go out and there is not way to ensure that they are reading and absorbing all of them. Involving the staff and students in the preparation of the materials as they see fit so there aren't any questions and confusion

Adjournment:

MOTION: Ian made a motion to adjourn the meeting at 6:34PM. Arik seconded the motion. 4 (yes), 0 (no), 3 (abstentions)

Our next meeting will be June 3, 2025 (SURC 301) at 5:00pm. Last Meeting!!

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