

Services and Activities Committee
Meeting Minutes
June 3, 2025

Called to order:

Eli called the meeting to order at 5:04 pm.

Attendance:

Erin Sargent, Robbi Goninan, Mia Young, Arik Spring, Marisol Torres Alcantar, Eli Alvarado, Nicholas Villa, Yahir Calderon Sotelo, Ian Seymour, Nick Moreno

Absent:

Guests: Lola Gallagher, Ruben Cardenas, Verónica (Vero) Gómez-Vilchis, Ruben Cardenas, Justin Santoli, Nick Evans, Jennifer Green, Hondo, Emilio González, Brandon Mattesich

Agenda:

MOTION: Arik made a motion to approve the agenda from 6/3/25. Nick V seconded.

Motion Carried. 4 (yes), 0 (no), 2 (abstentions)

Minutes:

MOTION: Arik made a motion to approve the minutes from 5/27/2025. Marisol seconded.

Motion Carried. 4 (yes), 0 (no), 2 (abstentions)

Reports

I. Chair:

a. None.

II. Advisors:

a. Update on Supplemental Funding Budget

i. Based on requests received, which they will be deliberating on today, they exceed the amount available by \$3,911

b. They had recently received approval for the ASCWU dunk tank and the Career Services request from the VP of Finance (Joel)

III. ASCWU:

a. None.

Communications Received

None.

Public Comment

None.

New Business

A. Supplemental request- #2507 ESC

Presented by Justin Santoli

- a. In November they requested Supplemental funds to cover needed costs for student positions and programming. They were able to hire a student and do programming. As they approach the end of the year they had some salary savings. Towards the EOY a lot of the organizations they had 8-10 signature events.
 - i. As of last week, they wrapped up financial reports and found that many organizations were under budget due to sponsorships and such.
 - ii. In mid-May they called for one last call for funding requests. They opted to use their allocation to increase promotional swag, which would increase retention.
- b. They came up with hoodies, T-Shirts, and apparel things like that.
 - i. They submitted orders through custom ink, vista print, and sharp works.
 - ii. They were made aware after the order that all apparel graphic requests have to be conducted through the Publicity Center.
 - 1. They learned this at the end of this quarter, so they were not able to let the org leaders know to understand that process.
 - 2. With deadlines approaching for these custom apparel it has made that process difficult.
- c. They have a little over \$4,000 worth of merchandise, which doesn't include taxes and discounts.
- d. They are asking more time to understand that process, work with University Relations, and have the incoming leadership to work with publicity center to make sure that their graphics are in compliance. That would ensure that this money does not just go to waste.
- e. They are requesting that awarded allocation to be repurposed into the Summer term and starting into the next fiscal year. This way they can take the summer and not be rushed in all these things.
 - i. ESC Hoodies - \$652
 - ii. EQuAl T-Shirts - \$756
 - iii. BSU Hoodies & T-Shirts - \$1,994.81
 - iv. BSU EOY Hoodies - \$929.24
 - v. = \$4,332.05 (pending discounts)
- f. Questions? Comments
 - i. They submitted the orders through custom ink but some of these vendors had to reach out to university relations for the graphics to be approved.
 - 1. There's additional questions to answer
 - 2. Part of the confusion was that they have been ordered multiple years ongoing in the past but they submitted the orders but kept getting denied.
 - 3. They did not have the time and capacity this quarter due to the signature events and EOY celebrations to be able to sit down and

understand how to do that in time thus their request of the extension

- ii. Is this already in the ESC Budget essentially just being extended?
 1. Supplemental funding was awarded to them in S&A in November for a different purpose. Due to salary savings they are asking to repurpose these funds for apparel to increase recruitment and promotion of these organizations on campus.
- iii. Erin clarified that their current budget report shows that they will be underspent by \$11K so event reallocating this will still provide some funding going back to S&A
- iv. Was it Publicity Center or Public Affairs that are required to be involved?
 1. The vendor told them that University Relations kicked it back because they did not work with the Publicity Center.
 2. This is a new policy that SLICE has not yet had the opportunity to talk with the Marketing and Communications about this. Publicity Center was not aware of this change in process either and would have been proactively reaching out.
 - a. It would be nice to have time to figure that out.

Old Business

A. Supplemental request- #2517 Observer & #2518 Pulse

MOTION: Ian made a motion to open debate for the Supplemental Funding Request for the Observer. Arik seconded the motion. Motion Carried. 6 (yes), 0 (no), 1 (abstentions)

- a. What is the breakdown?
 - i. Staff Salaries for Fall and the conference
 - ii. They mentioned that they are figuring out different printing sources so
- b. When they presented they mentioned finding different printing options to even out the amount of copies that are left to the amount of copies that they order
 - i. They are currently ordering the least amount of copies that can be ordered
- c. If their class is tied to this budget in anyway – can this class survive without S&A funding? If not they should not fund the trip.
- d. One interprets that they do fall under Killian Guidelines
 - i. The conference had almost no tie to the classes, and neither did the wages
 - ii. They are changing things so that by the time fall comes they will not have to take a course to be in a paid position
- e. The Advisor (Dr. Jennifer Green) was present and able to answer any questions
- f. Are the staff wages and the conference are tied to the class in any way?
 - i. **Dr. Green:** No, starting in the Fall we're going to make it optional for students with paid positions to enroll in the class. If they need the credits or out of the class, they'll still come to the class period because we do. We function as a newsroom. So we do a lot of work in the classroom, but they won't be required to take the class for credits.

- g. Robbi noted that all of their requests today are supplemental requests, which is reimbursement only. So, if they are able to print less and save money those funds were not be part of the reimbursement.
 - i. So the printing cost, that's what they that's what they will be reimbursed, for will be done with Erin and their business manager
- h. Is it just for 5 weeks into the quarter?
 - i. **Dr. Green:** So we filed this supplemental request on the understanding that this would be out of whatever supplemental S&A funds were left over this year. In the fall we'll be coming back, and you're going to be seeing a lot of us. But we'll be coming back to put in a request. So this is why we're calling it bridge financing. So it's basically just to get us through the end of October
- i. Their presentation mentioned 3 members out of each section so much is that for 1 student?
 - i. It's a little over a \$1,000 per student.
 - ii. For 3 students it is estimated at \$3,150.50 and they were going to send 3 students from each publication
- j. Is it still under course expectations for students in the class to output the newspaper as well?
 - i. **Dr. Green:** The students learn the basics of news reporting and publication, design photography for publications as well, videography for web, etc. So all those skills we practice those in the classroom and students are putting together material and reporting stories each week or throughout the course of the quarter, for PULSE
- k. Do you think that S&A fees should go to those 5 weeks of printing given that it's in the course expectations?
 - i. **Dr. Green:** It's not in the course expectations necessarily to print. It's in the course expectations to create a print product. But the actual printing is not necessarily in our curriculum. If that makes sense. I don't know that we would need our design staff if we weren't going to be designing a print product. It's a part of the expectation when people sign up for the class but my understanding is that the paid positions are the ones that are the concern for this committee, and the paid positions are limited to leadership staff for each of those areas. We have leadership staff for editorial, leadership staff for photography and videography, and leadership staff for graphic design. Those are the paid positions.
- l. Would the leadership students be the 3 students from each publication that would be sent?
 - i. **Dr. Green:** We try to send leadership students to conferences because they're the ones who will come back and kind of lead, the next students coming behind them and kind of mentor, the students coming behind them so, and we usually try to send people who we know will be at the publication for at least the rest of the year. So the fall Conference, which is the big national one. The expectation is they'll stay with publication through spring of next year
- m. If less was funded what would that look like if only 1 or 2 for each publication could go?

- i. **Dr. Green:** To be frank, we're going to take what we can get, because we're hoping to send as many students as we can. If the funding is just not there, we can't.
 - 1. These conferences are absolutely astounding in terms of the training opportunities that students get. We sent students to DC. A couple of years ago. They got to see when Woodward and Bernstein talk, which is to die for if you're a journalism student.
 - 2. They come back just with all kinds of new ideas to really improve these publications, which I think serves the whole campus. So it's really a valuable experience. So my hope is to send as many students as we can. If I can only send one from each publication, I'll still be grateful to send them one.
- n. In the request it says that printing is \$4,926. The Curriculog for the Observer says that students have to produce a weekly newspaper and hard copy. So if that expectation is to produce a hard copy, should S&A be funding the printing costs to produce those hard copies?
 - i. **Dr. Green:** We'd have to change the expectation. If we don't have S&A funding. There's no way we can cover that cost, that I don't know where the money would come from. So you know, that could be something that we need to look into.
 - 1. You guys might know that making changes in curriculum takes about a year to a year and a half. So what's in there now has been in there for more than a decade. Probably, you know, we're willing to make changes as necessary to what's in the curriculum as the class evolves, and as the funding situation evolves.
 - 2. Yes, I still think it's appropriate, because it's a product that serves the whole community.
 - 3. And the class will you know it'll keep going on without the print publication. It will be a much impoverished version if we don't have paid Staff to really work on top of those credit hours to create this publication. and we have a design staff at Observer right now of 6 or 7 students and same at PULSE.
- o. How much more do they have for supplemental?
 - i. Current requests are about \$4K over what they have.
 - ii. There is about \$64,400 and total requests are \$68,300.
- p. It takes a year for the catalog to be updated. How can we expect that those changes will be made in the Fall when the funding will be dispersed?
 - i. **Dr. Green:** What's the concern exactly is that the course talks about a product? But the product is not funded by the course.
 - 1. Does this committee think that that needs to be addressed?
 - a. Yes
 - 2. I would bring back to the Department. I would ask them to Pre, you know, make that change in curriculum, and we would go through the process. I've never done it myself, but as I understand it, it goes through various committees. Maybe somebody in the room can help me here. But there's yeah, yeah, so I can kind of help with this. So with curriculum changes to a system, it starts

with the department chair. From there it goes up to the Dean to my understanding. Once the Dean of the college essentially looks at it. Then from there I believe one of 2 things can happen. If it's a new program. It goes through Faculty Senate. So they have to kind of like, decide if they want to or not, or if it's an adjustment to my understanding. The Dean has the authority to do that. I do know the call is getting a new dean right now. They are transitioning out their current Dean into a new dean. So I'm not really sure where the where the current process would look like right now with the new transition. So my guess is, it would go to department chair, go to the Dean, and then probably the Faculty Senate, and they would have to then decide.

- ii. Erin noted that S&A has historically funded is the actual printing where it sounds to me that maybe this is referring to, and I am not a journalist or anything like that. The class is creating the article and the stories. But the actual printing that that like goods and services piece of doing the actual paper and ink is you could create a digital version of that of some sort in class like create your paper, but to actually publish it. Those costs are separate from the class, and that's how I've kind of understood it in the past that the class creates the content and the fee creates the printed publication.
 1. **Dr. Green:** There's no guarantee that if you're in the class you're going to create work that will make it into the publication. That's only the best, both most ethically and successfully produced pieces that make it into the magazine at the end of the quarter or the newspaper each week. A lot of stories get written and don't get published.

MOTION: Arik made a motion to extend the meeting by 30 minutes. Ian seconded. Motion Carried. 6 (yes), 0 (no), 1 (abstentions)

- q. Now it does fall under the Killian Guidelines and seeing as to how much public outcry there was when they weren't funded they feel that it wasn't done properly. The funding that they are seeking would be justified to fund it because this is a resource for a lot of students and people really care about this publication. They would be able to fund pulse and the observer for this bridge funding
- r. Someone recommended cutting it down to sending 2 students from each publication just because they are short the funds they have in supplemental
- s. Because they are over by \$4K could they use reserves?
 - i. They do not have official approval to send into reserves but some of the previously allocated supplemental funding is not going to be used. If they were all to overallocated the supplemental funding that there's enough savings that it would not be overspending
- t. There was a second member who agreed to fully fund this request
- u. The deficit coverage- are they already in a deficit? Yes
 - i. It's hard to see how that will impact things because they already have 2 more month of actuals
- v. Another is leaning towards sending 3 students instead of 6 to the conference
- w. Recommendations

- i. Fully funding the request
- ii. Funding 4 out of the 6 students for \$4200 total

RECOMMENDATION: Fully fund the request. Recommendation Carried. 4 (yes), 2 (no), 0 (abstentions)

RECOMMENDATION: Funding 4 out of the 6 students in travel. Recommendation Failed. 2 (yes), 4 (no), 1 (abstentions)

B. Supplemental request- #2519 KCWU

MOTION: Ian made a motion to open debate for KCWU. Arik seconded the motion. Motion Carried. 6 (yes), 0 (no), 1 (abstentions)

- a. One thinks that it's fully fair to fund it because they are doing a lot and have a lot of guaranteed events. This is justified in how many students it would impact
 - i. Agreement
- b. They mentioned events like Orientation and other summer events and tabling this may impact retention whether directly or indirectly

RECOMMENDATION: Fully fund the request. Recommendation Carried. 6 (yes), 0 (no), 0 (abstentions)

MOTION: Arik made a motion to close debate. Ian seconded the motion. Motion Carried. 6 (yes), 0 (no), 1 (abstentions)

C. Supplemental request- #2520 Publicity Center

MOTION: The chair motioned to open debate

MOTION: The Chair made a motion to open debate for Publicity Center. Motion Carried. 6 (yes), 0 (no), 1 (abstentions)

- a. They would be okay with funding Fall but not the Winter and Spring because it already falls into the academic year. They will have a committee by then and can request it by then
- b. It does seem reasonable to do fall quarter and then they would be in time for funding – they can see how fall goes and can determine if they need more money
- c. They are wondering if the funding for the winter and spring quarters if that additional \$7K – they know sometimes that when you schedule things in advance you can get deals and things could be at a lower cost. If that \$7K costs more money to requests later on and they come back requesting more than \$7K because they wouldn't be able to fund it in advance
 - i. It was clarified that it won't be more because they wouldn't schedule it until it's more than 2 months before it's printed if it was going to go over that then they would just reduce the number that they would print.

- d. Erin noted that if they started funding things for Winter and Spring then they would have a whole other problem on their hands because if we started funding things for then nightmare for me. But then, we're going to have a whole, another sort of problem on our account. We can't really fund everybody for the next year.
 - i. They should keep it limited to fiscal year if possible. They see asking up to October but wait on the Winter and Spring quarters for sure
- e. Keep it at the \$13,500

RECOMMENDATION: Up to \$13,500. Recommendation Carried. 6 (yes), 0 (no), 0 (abstentions)

MOTION: Ian made a motion to open debate for Publicity Center. Arik seconded the motion. Motion Carried. 6 (yes), 0 (no), 0 (abstentions)

D. Supplemental request- #2521 SLICE

MOTION: Ian made a motion to open debate for SLICE. Arik seconded the motion. Motion Carried. 6 (yes), 0 (no), 0 (abstentions)

- a. It has some aspects that are important because they are trying to do more tracking into the clubs. They are now doing suitable instead of the platform they were on. They are starting to see more tracking data and next year it will give them more of an idea again to see where they are at and if they are using their resources
- b. No issue fully funding because there's probably going to be a lower cost than what they are given.
- c. They wouldn't want to go into the reserves but if the math maths and there is no issue then they are in favor of fully funding too – goes for most of these as well
- d. How many students were in the onboarding project training last year
 - i. Students didn't come in early but they were also all new
- e. What would it look like if it was only 5 students for onboarding
 - i. Then only half the students would be doing the onboarding and then they wouldn't be ready for the week of welcome stuff as well

RECOMMENDATION: Fully fund the request. Recommendation Carried. 5 (yes), 0 (no), 1 (abstentions)

MOTION: Ian made a motion to close debate. Marisol seconded. Motion Carried. 6 (yes), 0 (no), 0 (abstentions)

E. Supplemental request-#2522 ASCWU

MOTION: Ian made a motion to open debate for ASCWU. Arik seconded the motion. Motion Carried. 6 (yes), 0 (no), 0 (abstentions)

- a. This is the same as SLICE. Serves students and creates a more knowledgeable board as well

- b. Currently their budget is budgeted to be underspent by \$23K.
 - i. New board starts the 16th as does their budget

RECOMMENDATION: Fully fund the request. Recommendation Carried. 5 (yes), 0 (no), 1 (abstentions)

MOTION: Arik made a motion to close debate. Ian seconded. Motion Carried. 6 (yes), 0 (no), 0 (abstentions)

MOTION: Nick M made a motion for a 5 minute recess. Arik seconded. Motion Carried. 6 (yes), 0 (no), 0 (abstentions)

- Called to order at 6:02PM

F. Supplemental request- #2507 ESC

MOTION: Ian made a motion to open debate for ESC. Yahir seconded the motion. Motion Carried. 6 (yes), 0 (no), 0 (abstentions)

RECOMMENDATION: Fully fund the request. Recommendation Carried. 6 (yes), 0 (no), 0 (abstentions)

- a. They already have money they just wanted to move into another area so they see no problem with that

RECOMMENDATION: Bring forward to transfer the \$4,332.50 into to the next year. Recommendation Carried. 5 (yes), 0 (no), 1 (abstentions)

MOTION: Ian made a motion to close debate. Yahir seconded. Motion Carried. 6 (yes), 0 (no), 0 (abstentions)

Recap

- **PULSE / Observer**
- **KCWU**
- **Publicity Center**
- **SLICE**
- **ASCWU**
- **ESC**

MOTION: Ian made a motion to approve the recommendations on the docket. Yahir seconded. 5 (yes), 0 (no), 1 (abstentions)

G. S&A Policy changes for review

- a. Changes
 - a. ASCWU name
 - b. Committee Advisors limiting public comment to ensure that it does not interfere with the meeting agenda

- c. Dean of SS to VP for SES
- d. S&A fee changes – instead of not increasing the S&A fee no more than 4%
- e. Base funding allocation procedures
 - i. They got a lot of feedback to make this more clear
 - ii. They're still going to solicit for funding requests through student media
 - iii. The submission for funding request is no different as it relates to the deadlines
- f. Committee Review changes
 - i. There's 10 minutes for presentation and questions
 - ii. Once they hear all the presentations they will make a first draft recommendation and share it with the base funded areas – then allow for those to come and speak on the first draft recommendations so that changes can be made if they see fit
 - iii. The ASCWU public meeting – shared with the VP and administration
 - iv. Clear first draft, sharing it, inviting those for public comment, changes if needed, and process afterwards
- g. Nick's position is just the ASCWU VP and not the EVP
- b. Questions? Comments
 - a. They appreciate that they addressed the Public Comment
 - b. Could they add a public comment but they could also do a communications received to make it more transparent?
 - i. Maybe not a policy change but something to post
 - c. Next goal is to set a timeline for advisors and based on BOT changes
 - i. The recommendation is that everybody is funded for one year. Every base funded area that they approved that everybody has to pre present next year.
 - ii. Making them realize that everyone will have to do that process again
 - d. They like the changes to allow for an appeal but with a limited window to ensure that it's not an extremely drawn out process.
 - e. Faculty Representation piece ?
 - i. Can they provide something along the lines that it exists but follows the same rules as the committee formation
 - ii. This is on their agenda to reach out again next year. They did reach out this academic year but they didn't have anyone sign up
 - iii. One of the challenges is that it's a very huge time commitment
 - f. In light of some of the things that they may have faculty representation this year

- i. They would be 3 of the non voting members
 - g. In student appointment is says that the EVP but it also says that the ASCWU by the EOS quarter of AY that the EVP can nominate or make nominations.
 - i. It should/could be done at this time and should be following that process similar to RSO
 - h. They don't have a committee for summer but it would fall to ASCWU BOD to create one as needed
 - i. Are the Faculty from different areas or the same?
 - i. It says it should be a diverse group of faculty representation but it has not always been the case.
 - ii. Ideally it would not be areas that are receiving S&A funding just to kind of keep that but it's not in the policy
 - iii. Similar to their positions in the respective abstaining they could provide clarification and feedback
 - j. Changes will be made and fixed
 - k. As long as everything discussed was added they are okay with that
- c. They will reconvene next Monday at 4PM to approve the final

Public Comment – Second Call

Vero

- I just want to thank you all for your service for this year. I know it was like a big commitment, and it was a big lift, because this was the year that we had to ask for base funding. You know, a lot of areas had to have funding for next. You all did. Amazing, and I just can't thank you all enough for serving and doing such a great job as a committee. You asked great questions. You were thoughtful, very considerate of everybody when you were making your decisions. And so thank you. Thank you so much. I really appreciate you all.

Lola

- As usual, I'm in awe of this committee. This is like the highest functioning committee on campus.

Erin

- If you are all interested in coming back to Email the ASCWU VP (ascwu.executivevicepresident@cwu.edu) and CC Robbi (robbi.goninan@cwu.edu)
- And you've noticed that policy there is to talk about how valuable it is to have students who are familiar with the base funded areas. And I would say there are. No, not. There is not a better informed group on campus of the S. And a base funding areas that I'm working on

Eli

- Thank you so much for sticking with the S&A Committee. It's a big time commitment and it's a lot of learning – it was very fun and I'm looking forward to doing it again next year. No other committee will be like this

Adjournment:

MOTION: Ian made a motion to adjourn the meeting at 6:26PM. Arik seconded the motion. Motion Carried. 6 (yes), 0 (no), 0 (abstentions)

Our next meeting will be June 9, 2025 ([Zoom](#)) at 4:00pm. **Last LAST Meeting!!**

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