

Services and Activities Committee
Meeting Minutes
November 1, 2024

Called to order:

Eli called the meeting to order at 3:30 pm.

Attendance:

Erin Sargent, Mia Young, Robbi Goninan, Nicholas Villa, Eli Alvarado, Ian Seymour, Yahir Calderon Sotelo

Absent: Nick Moreno, Andre Cordeiro Munhoz Soares, Marcos Alba-Estrada

Guests: Ali Unal, Gretchen Lohse, Dr. Jennifer Green

Agenda:

MOTION: Xander made a motion to approve the agenda from 11/1/24. Nick seconded. Motion Carried. 3 (yes), 0 (no), 0 (abstentions)

Minutes:

MOTION: Xander made a motion to approve the updated minutes from 1/25/24. Nick seconded. Motion Carried. 3 (yes), 0 (no), 0 (abstentions)

Reports

I. Chair:

a. None.

II. Advisors:

- a. Robbi informed the committee that her and Erin sent the Financial Reports and Program Reviews to the S&A Base Funded areas. They used this opportunity to remind them that the Financial Reports and Program Reviews are due December 1st.
 - i. The Annual Financial Report and their Program Reviews are reviewed by the committee in the Winter Quarter.
- b. Robbi let the group know that they received a request to move to extend the deadline for the Program Reviews for this year by two weeks. Instead of December 1st this would be December 13th.
 - i. The other documents are policy driven and cannot be extended
- c. Erin noted that the Financial Reviews went out. This is their financial statements from last year and asks how they spent their funds
- d. Erin is also working on creating a recommendation for their supplemental funding budget. Last year there was a decision to sweep back funds for this year, which means that whatever was unspent last year returned to the S&A supplemental funding pot.

III. ASCWU:

- a. Nick noted that election day is coming up and that there will be an engagement hub on the SURC Ballroom which is on the second floor. This is a nonpartisan event providing information for voting.
- b. There will be an election viewing all day November 5th in the Pit.

Communications Received

None.

Public Comment

None.

New Business:

A. Supplemental Funding Request – Presentation

- a. 2501: PULSE Magazine - \$18,615
 - i. This is not them asking for new money but the reallocation of funds from the CNW.
 - ii. The CNW (Central News Watch) is one of four student media organizations, which is a news broadcast to the student body.
 1. This is missing the faculty advisor for 2024-2025, so the money allocated will not be utilized.
 - iii. They are requesting to re-allocate the funds to the other student media organizations: PULSE & The Observer.
 1. They have the infrastructure (faculty advisor Dr. Jennifer Green) to oversee students and manage printing costs and such.
 - iv. Both publications give a multidimensional student experience by highlighting student experiences on campus. This further promotes a more informed student body, which leads to a sense of cohesion through the student body.
 1. By the students for students.
 - v. Due to Budget cuts & growing prices they have had some issues.
 1. Budget cuts and rise of minimum wage led to cutting staff hours.
 2. Printing costs grew and minimum wage will increase by January.
 3. Limits on staff decreases opportunities for students and jeopardies the publications for both organizations.
 - vi. PULSE is in jeopardy of going into a deficit of \$6,499.
 - vii. The Observer are reliant on the money they bring in as it relates to ads. This means they may be in a \$87 deficit, but it could be more if they do not bring in enough ad revenue.
 1. They would at least need \$15,805 in ad revenue, which is not a guarantee.
 - viii. If the Observer continues to grow their social media and web presence, they can use the \$2,288 requested to bring them to full time status.
 1. Prior to the pandemic they were operating at 100 hours of staffing per week. They are currently operating at 83 hours per week. This

request would increase their total operating hours per week by 5 hours at the new minimum wage.

- ix. PULSE can use the \$16,327 requested to increase hours from 20 hours.
 - 1. This is 15 hours more, which would be split between their Lead Photographer and their Social Media/Web Manager.
 - 2. Anything not used to cover wages would be used to send their students to the ACP Conference in the Spring.
 - a. They currently have 7 students at the ACP Conference in New Orleans. Conferences gives students a way to network with professionals, meet other students across the country, and win awards for CWU.
- x. They want to re-allocate those funds to better support the students and the staff that serve the same purpose as the CNW and make an impact.
 - 1. This would help them regain full staff and continue to support students.
 - 2. This would also help them cover the increase in minimum wage.
 - 3. The S&A funding that helped them last year helped them survive but they want to further support students.
- xi. Gretchen thanks the Committee for their time and are in Lind Hall.
- xii. Questions?
 - 1. Eli asked for clarification about splitting the funds.
 - a. PULSE is in a larger deficit than the Observer. They really want to cover the extra 5 hours per week for their Social Media role. PULSE needs help to support wages and the ACP Conference in Spring.
 - b. PULSE only has 2 paid positions. Many of their roles are simply not getting paid despite working over their credit hours for their class.
 - i. They state that is vital that they get monetary compensation.
 - 2. Eli asked if the CNW faculty advisor role will be filled?
 - a. They have tried but don't have the ability to hire a new broadcasting faculty member, so for the foreseeable future (2024-2025) it will not return.
 - 3. Eli asked if they are not planning to continue requesting supplemental funds as the minimum wage increases?
 - a. They clarified that they will be asking for an increase in their base funding once they apply for the next four-year funding cycle. This will reduce their supplemental funding requests.
 - b. For Central News Watch their plan is to request that money in the new funding cycle.
 - 4. Nick V asked if this amount would also cover their conference in Spring?
 - a. They are budgeting for this conference, but their prediction is that it will. If they are operating in a deficit, they will ask

for a supplemental funding request. At this time, they are just re-allocating money that already exists.

5. Ian asked if the money is just sitting there and is not getting used?
 - a. Erin clarified that the money sitting there would return to the S&A Fund for supplemental funds for this next year.
 - b. Gretchen noted that the funds that they are asking for will return to S&A next year their students could use this money now.
6. Erin asked for further clarification as PULSE is a course requirement
 - a. Gretchen noted that they could take certain courses for 3-6 credits. A lot of them tend to work over those credit hours for publication, and they would like to compensate them. They tend to spend over 20 hours a week.
 - i. Dr. Green noted that it is 2 hours outside of class per 1 credit hour.
7. Eli asked about the amount of students in each classes.
 - a. Gretchen noted that the ones that they pay are enrolled in the class entirely.
 - b. The Observer has usually have 15-20 each with 7-10 paid positions with editorial leadership positions.
 - c. PULSE has 2-4 paid leadership positions.
 - d. Those that have taken the classes before or are in leaderships positions are the ones that they pay. They don't pay all of the students that are in the class.
- b. 2502: Lion Rock Visiting Writer Series - \$4,000
 - i. They are elaborating that they asked for funds in February 2024, and this is that same request. There were issues with their previous request
 1. They needed the funds requested for the 2024-2025 year, but their request was only allowable in the 2023-2024 fiscal year.
 - a. This is due to the timing in which the request was made. February 2024 was within the 2023-2024 fiscal year.
 - ii. This request is for their visiting writing series. They invite writers and agents from diverse backgrounds and fields across the country to come to campus.
 1. Craft Talks and Public Readings provides students with an opportunity for them to meet these writers and agents.
 2. Students get to know about these guests and learn about the opportunities, jobs, and expectations post-graduation.
 3. The Lion Rock Visiting Writer Series have provided virtual funds for faculty members to invite researchers, authors, and speakers to present a topic they specialize in. This gives their faculty opportunities to bring experts and gives them an opportunity to meet the authors and writers they are studying in their classroom.
 - iii. The visiting writing series also support interns.

1. There is an intern that supports them and organizes these invites. They get the word going and organize the student readings at the end of each quarter.
 - a. They work with PULSE and the Observer to promote and spread promotional materials.
2. They are organizing the material and the readings they produce within their classes for the quarter.
 - a. These readings are a combination of the work that they produce in class.
- iv. Their big goal is to bring in professionals to meet with the students. This allows them to engage with them in expectations, opportunities, roadblocks, internships, etc.
- v. They have to pay for these things:
 1. \$250 - \$500 for Speaker Fees
 2. \$0 - \$119 in Accommodations
 3. \$0 - \$42 in Catering
 4. \$0 - \$100 in PR
 - a. All of these costs allow for a more intimate engagement opportunities for students
- vi. Last year they invited:
 1. Juliet Patterson A Queer author, who joined them for a reading and a Craft Talk.
 2. Callum Angus a trans writer and educator from Portland.
 - a. He read some of the students' papers for feedback. The class was taught in conjunction with the Lions Rock .
 3. Maya Jewell Zeller, who is a Poet and CWU Faculty.
- vii. They partner with Ellensburg Library and Kittitas County Library.
 1. This engagement with Ellensburg allowed them to achieve a Climate Change Author (Roy Scranton) last year.
- viii. They would like to partner with Latino & Latin Studies and Dr. Ortega from Student Engagement & Success.
 1. Both groups helped them produce funds to bring in Marcello Castillo for this Winter Quarter.
 2. Jesse Kercheval, who is a Graphic Memoir Author.
 3. They are partnering with the Humanities Washington in Seattle to bring in Tara Campbell, who is a Sci-Fi author coming in May
- ix. The budget proposal is based on the assumption that they would receive the requested funds. They are in the red for \$20.
 1. They would like to partner with other departments for extra funding.
 2. They would also like to get a stipend for their interns.
 3. The S&A funds weren't enough to cover due to the inflation impacts following COVID.
 4. They would like to pay their intern \$300 honorarium but to increase that more down the line as they are the operations behind the scenes.

5. They would not be heading into a budget deficit as they expect to collaborate with other departments, such as Latin Studies and SES, which will split the costs.
- x. Questions
1. Eli asked the total amount.
 - a. The total amount is going to be \$8,530 and \$8,470, which will put them in a deficit of \$60. This does not account for \$600 they are receiving from Latino Studies and SES, which would put them in the green.
 - b. This all depends on the supplemental funds they are requesting otherwise they will be in the black.
 2. Eli asked why request supplemental funding if they could request more for base funding?
 - a. They will do that, but they spent all their Base Funding money. They will have limited funds for this next year until the next base funding comes into effect. This will help their winter and base funding series.
 - b. Erin clarified that the last year's S&A Committee approved the same request then (February 2024). They were awarded this supplemental funding but were not able to spend it due to the timing, which rolled the funds back. In a way they are asking for the same request.
 - i. Ali clarified that they always hoped to use the requested funds in 2024-2025. He should've presented now instead of then. It was a timing error on his part.
 - c. Nick V clarified that the Lion Rock Visiting Writer Series wanted it in 2025 but requested it in 2024.
 3. Nick V asked if the speakers were scheduled and confirmed
 - a. They noted that this was scheduled but still in the contract structuring process as it is dependent on their funds.
 4. Ian asked if the funds and stipends were set or still in the contracts? Are the meals and fees all a part of the contract?
 - a. They need to set this via contract first. It's all in the contracts.
 5. Eli asked how Lion Rock got to this position in the first place?
 - a. Ali was not there 4 years ago but the request was low then. Due to COVID they were negatively impacted by the doubling costs of COVID and were not able to spend so much money until they would go into some debt. Thus, why they are asking for funds.
 6. Ali asked if they would be okay to use the funds for their interns?
 - a. Erin asked if it would be a class?
 - i. Ali said no, but they are using an internship for credit.
 - b. Erin asked if the internship would be a part of some credits received?

- i. Ali confirmed that it is included.
- c. Erin clarified that since it's not a general student position it would not be allowable as it is not a general position. She will double check because typically when they are enrolled in a course it's typically no.
- d. Ali notes that he connected with Dale (Career Services Program Coordinator), who encouraged them to pay the students.
- e. Erin clarifies that the question is where the payment comes from.
 - i. If it is part of the class, it would be the state side. If it is more related to student activity it may be different.
- f. Erin will do some digging to determine if that's allowable and share that information with the committee.
- g. Ali noted that they would like to support their interns for their labor.

MOTION: Ian made a motion to amend the agenda to add the Program Reviews Extension. Yahir seconded the motion. 3 (yes), 0 (no), 1 (abstentions)

- c. Program Reviews Extension

MOTION: Ian made a motion to extend the deadline. Yahir seconded the motion. 3 (yes), 0 (no), 1 (abstentions)

Old Business

None.

Public Comment – Second Call

- A. Erin publicly thanked the committee for their time and involvement within this committee.
- B. Robbi shared that her and Nick V noted that this is a small committee. There were a couple of students out today. Are we (the S&A Committee) planning on recruiting more committee members?
 - a. Nick V is working on things to increase engagement and involvement amongst new and existing committees.
 - b. Mia added that if there are people interested to direct them to the [ASCWU Website](#). Maybe you have some friends. The best way to start the process is to complete [the form](#) linked on the website. If they have questions about that she recommends reaching out to the ASCWU EVP or her directly.

Adjournment:

MOTION: Ian made a motion to adjourn the meeting at 4:11PM. Yahir seconded the motion. 3 (yes), 0 (no), 1 (abstentions)

Our next meeting will be November 8, 2024 (Barge 412) at 3:30pm.
Check out our website at www.cwu.edu/services-activities