Services and Activities Committee
Meeting Minutes
November 15, 2024

Called to order:
Eli called the meeting to order at 3:31 pm.

Attendance:
Erin Sargent, Mia Young, Nicholas Villa, Eli Alvarado, Ian Seymour, Yahir Calderon Sotelo, Nick Moreno, Andre Cordeiro Munhoz Soares, Robbi Goninan

Absent: Marcos Alba-Estrada

Guests: Hondo Acosta-Vega, Justin Santoli, Veronica Gomez-Vilchis, Alex Cordon, Evelyn Aguiar, Alexa Silva, Javi Garcia Sanchez, Gil Martinez

Agenda:
   A. Robbi wanted to add Communications Received and a vote to extend of the Annual Financial report due date to December 13ᵗʰ.

MOTION: Ian made a motion to amend the agenda to add the communications received and an extension of the annual report to the 11/15/24 Agenda. Nick seconded. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)

MOTION: Ian made a motion to approve the agenda from 11/15/24. Nick seconded. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)

Minutes:
MOTION: Ian made a motion to amend a comment he made during the PULSE/Observer deliberation - our university is making more products despite smaller staffing. Yahir seconded. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)

MOTION: Ian made a motion to approve the minutes from 11/15/24. Yahir seconded. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)

Reports
   I. Chair:
      a. Eli has been looking at the budget reduction motion. He received mixed feedback from students. He will check-in with them again.
   II. Advisors:
      a. None.
   III. ASCWU:
      a. Friendsgiving will be on November 21ˢᵗ in the Bistro from 6-9PM. ASCWU will be there giving out hot chocolate.

Communications Received

Robbi had a meeting with the AVP for Equity & Belonging and received some feedback regarding the reduction meeting. This is where they asked for the Financial Report due date to be moved to the 13th; the committee already voted to move the Program Review due date to the 13th. The funding areas asked for those to be due the same day, which would lessen the confusion. The base funding for the next quadrennium will have to be due on December 1st.

Lion Rock Writers Series followed up explaining that the $300 requested was above the internship hours the student put in. The S&A committee suggested that they put in another request for the committee to consider and vote on, which they said that they would do.

Public Comment
None.

New Business:
A. Supplemental Funding Request – Presentation
    a. 2506: ASCWU Senate - $23,329
       Presented by Hondo Acosta-Vega
        i. This total request for $23,379 is broken down as
           1. 11,050 for wages
           2. $2,000 for goods such as nameplates, badges, and uniforms
              a. Uniforms are for the entire Senate to wear at events and Senate meetings. This encourages a professional business setting.
              b. If someone steps down from the senate then this is used later in the year to get more badges and uniform materials.
           3. $2,500 for room reservation
              a. Washington state requires them to meet in the same space, and they need to continue reserving spaces.
           4. $7,250 for programming
              a. $3,750 go towards their Senators to put on their events.
                 i. Each Senator is required to hold their own events. Each Senator would receive a stipend of $250 for materials needed for their events.
                    1. For example, Chalk and Talk last year. Senators did Tie Dye and flowerpots on the East Patio.
                    2. If additional funding, aside from the $250, is needed there are additional funding options.
              b. $3,500 for General Programming
                 i. The Senate usually puts on one major event a year, which has been Sweecy Day.
                 ii. Otherwise, it could be used for general programming materials and supplies.
        ii. Pay Structure
           1. The Vice Speaker (Senator Cordon) is paid 10 hours a week.

2. Senators are paid 5 hours a week.
3. There are also 30 admin assistant hours that the speaker (Hondo) can divide up among as many students as needed.
   a. One student is responsible for media such as Instagram page, photos for events, etc. and creates this on Canva.
iii. The Senate has many goals this year, one of them is focusing on connecting with their student body on a more personal level.
   a. This has been a challenge that they've seen with the senate in the past that did not seem as connected to the student body. They want to take that on and be more connected.
2. This funding will allow the Senate to work at its full functionality and capability.
   a. Their budget is low especially for programming. This request would allow them to have more activities and have the senators host their events.
3. The Senators have been working hard to connect with their student body.
   a. They've seen an improvement regarding the connection between the Senate and their student body this year.
4. Allows Senators host their events, which boosts moral and student engagement. This ties into the next point.
5. They are seeing a return in numbers of student engagement at events more than we have in past events/years.
   a. There were not a whole lot of student engagement and events during 2021-2022.
   b. Keep connecting with students and keep them engaged on campus. There have been higher numbers of engagement now.
   c. This request would allow them to keep having the events and keep giving students a good experience on campus.
   d. Students have been connecting more to students. Students have been reaching out to senators more this year.
iv. Questions/Comments
1. Eli noted that he appreciates the work Hondo is doing and sees the upward movement that the Senate is doing.
2. Nick V will be abstaining from questioning and voting. He is the ASCWU Executive Vice President.
3. Eli asked what specifically caused the budget deficit and where the funds specifically came from.
   a. Hondo acknowledged a deficit but is not too sure. He notes that he's been working with Erin.
   b. Erin noted that when the initial request was made it was based on the number of senators that they had at the time. There was an oversight to account for the unfilled positions. Although she does not recall the specific number she knows if they were fully staff then they would not have

enough money. Most of this request is a is correction from the previous request to get them fully staffed

4. Ian asked if they wear uniforms for all the meetings.
   a. Hondo noted that it's a standard and expectation to wear the polos and the badges, such as in their public meetings. During Senate meetings there are nameplates identifying each senator. This makes it easier to identify them and create a sense of professionalism across the university.
      i. They are also required to wear their uniforms at their events. This shows that they are officially working on behalf of ASCWU.
      ii. If any senators choose to step down, they have the ability to order them new polos and name plates.

5. Eli asked for further explanation on the $2,000 for goods, nameplates, badges, and uniforms.
   a. When Hondo took over the Senate role in June, this request was already created by his predecessor.
      i. He connected with Erin Sargent, Verónica Gomez-Vilchis, and Bridget Culley to see if the request needed to be modified or changed. The original request was based on the last year's purchases.
   b. Vero noted that this is more of an estimate for the cost to order polo shirts for each Senator, name plates, and whatever else is needed for senate meetings. They use certain uniforms and such for when they are representing ASCWU for events or meetings.
   c. Hondo added that this applies to ASCWU Senate staff to have their own polos and name tags. Hondo noted that this was an estimate based on what was done from previous years.

6. Andre asked to break down the Programming for Senator Events - $3,750.
   a. In past years it's been a requirement for senators to create an event on campus for the year. This can be tied to their position or the general student body as a whole.
   b. The last couple of years they had about 9-12 senators but now they have the full 15 senators. Each senator would receive a portion of the $3,750 to get materials for events.
      i. For example, two of the senators last year did tie dye and flowerpots. They got flowerpots, paint supplies, tie dye mixture, etc. This is what they used their stipend for. It's to get those supplies for those specific events.
      ii. If they go over the $250 then that's where the $3,500 would come in to act as a buffer.
         1. They could ask for additional funds from the whole senate, or they could ask the ASCWU

Board to cover what is missing to fulfill the costs needed for the event.

2. They encourage them not to go over that $250 as they need to be mindful of their generalized programming budget and the Board's budget as well.

c. This also would go towards each of the 15 senators. This accounts for the Winter and Spring quarter, assuming they will still have all 15 senators. Hondo does not count as one of the 15.

b. 2507: Equity and Services Council - $4,000

Presented by Justin Santoli

1. ESC (Equity and Services Council) is one of the branches of student government.

   a. They are comprised of 10 identity based Registered Student Organizations comprised of many different identity groups: Black Student Union, Movimiento Estudiantil Chinana/o de Aztlan (MEChA), Latinx Student Association, African Student Association, Japanese Student Association, Filipino American Student Association, Equality through Queers and Allies (EQuAl), First Generation Student Organization, Asia University America Program (AUAP), Pacific Islander Student Association

   b. They have weekly Public Meetings every Friday in the DEC (Diversity and Equity Center) from 1-5PM.

      i. They have a team to oversee that and offer support to their organizations:
      Justin Santoli, Advisor
      Javi Garcia Sanchez, ESC Chairperson
      Vacant, Community Programmer
      Evelyn Aguiar, Executive Assistant
      10 Organizations

   c. These organizations go through a lengthy process to join the council. Once successful and voted in they receive a stipend of $3,500 a year for events, programming, or experiences that create community for the identity groups they represent. The chairperson and Executive Assistant bridge those gaps and advocate for any issues that their communities are experiencing on campus.

      i. They have the elevated voice on campus to be able to work to make this community feel safe and supported for them.

2. This year they have $54,703 allocated to them but last year they were operating on a budget of $64,357. Due to low enrollment, they experienced a budget reduction, which is affecting their base line as they recently added a 10th organization to their roster.

   a. Their budget impacts 3 broad categories.

        i. The salaries for their Executive Assistant and Programmer. The ESC Programs that the Executive Assistant and Programmer put on. The Annual Org Allocation, which is the $3,500 for organizations.

3. They pay staff Salaries $26,997
    a. Executive Assistant salary comes out to $13,498.50 per year.
        i. They are responsible for the day-to-day org management. Keeping track of their org attendance and standing. They have an entire constitution that they must follow that also follows the ASCWU constitution which follows conduct policy (a thing within a thing). They keep track of funding requests and take minutes for the agenda.
    b. Community Programmer salary comes out to $13,498.50 per year.
        i. They are the bridge between all the organizations. They make sure everyone's organizations are highlighted and provide programming support. They make sure that everyone follows the process correctly. They do the social media and website upkeep.
        ii. This year they have not been able to afford a community programmer so that job has been shared by their Executive Assistant, Chairperson, and Advisor.
            1. Their website was only recently updated because of this. It's a lot of work for one person to do, and it has been vacant for this Fall Quarter.

4. They have executive team operations of $1,750
        i. This is different from the money that is set aside for their orgs, which is stated in their constitution.
    b. These funds are for their own events. Per their constitution, the Community Programmer is required to put on one event per quarter per the constitution, which unifies the organizations.
        i. For example, the ESC Block party in the Fall. The Night Market for Winter Quarter, etc.
    c. The office budget has a Canva pro account that all the ESC organizations can share and use for creating promotional materials. Promote the council and make people aware that these groups are available for students.
    d. The Executive Assistant keeps tracks of purchases and requests that come in.
    e. This does not include their supplies that cost $1,050.

5. ESC Org Annual allocation

  a. Their constitution guarantees they try to allocate $3,500 a year to each of the 10 orgs, which comes out to $35,000 a year.

  b. These groups put on a lot of events throughout the year, which focus on celebrating the joy of the community, sharing cultures, and educating the community about their needs.

  c. They work with the DEC to create awesome big scale events such as:

    Polyfest, Showtime, Haru Matsuri, ESC Block Party, and Una Noche Para Siempre

  d. This does not include the ESC Graduations, which are funded by the President's office

  e. These orgs are planning these events throughout the year, and it can be a yearlong planning process

6. Their snapshot shows that they've had 1,408 interactions with students this quarter.

7. Their request of $4,000 in an overview.

  a. Their deficit would have been $9,044 after last year's reduction.

    i. They saved about *$6,773* by not having a community programmer this quarter.

    ii. This leaves them at about **$2,271** in their deficit.

     $9,044 - *$6,773* = **$2,271**

  b. They are asking for $4,000 so that they can

    i. Hire a community programmer full time in Winter.

     1. There will be more work in Winter that requires this role to be filled.

    ii. Have extra money for any last minute events opportunities for unity among their organizations.

ii. Questions/Comments

1. Eli noted that being a part of the ESC he recognizes how hard the ESC works. He acknowledged that he sees the work they put in.

2. Ian asked about the breakdown for the $4,000.

  a. This was not created because if they do not get the requested amount, they will have to figure out how to reduce their Executive Programming budget or hire a Community Programmer at less hours a week.

  b. They are trying to function as close to that $64,000 that they are used to having while being able to function at their baseline level.

3. Eli asked if they already have a Community Programmer for hire.

  a. No. They did not want to commit someone to a limited number of hours until they know what they can afford.

4. Eli asked for clarification what the request is for.

  a. It's to hire a programmer to work 20 hours a week, meet base funding allocations for ESC orgs (their last line of

resort would be to reduce that budget), and fund any last-minute/unlisted programs such as the lip synch battle.

    b. Eli shared that he will be at the lip synch battle.

5. Ian clarified that the deficit would come out of the $4,000.

    a. Justin clarified that they are short **$2,271** so this would hit their minimum operational level. The remaining funds would go towards hiring a programmer, which would surge their programming capabilities.

    b. Although the estimations and projections Justin showed are very generous, he knows that their Winter/Spring events will cost a bit more.

MOTION: Ian made a motion to recess for 2-3 minutes. Yahir seconded the motion.

Old Business

A. Supplemental Funding Request – Deliberation and Decision

    a. 2504: Theatre/Film Studies - $10,008

        i. Eli clarified that this was the request to hire 2-3 students as Equipment Technicians .

            1. This was for 200 hours for the whole quarter, so 20 hours a week.

        ii. Ian noted that they would check out equipment and assess them for maintenance needs.

        iii. Nick M noted that the role would just be to organize and categorize items if there are issues.

            1. Ian added that it's also checking out equipment. Students would have to go there to request to check out equipment for class.

        iv. Eli noted that the request served two purposes.

            1. One was that the operations of the checkout process is disorganized. It's really hard to know what equipment is in good shape and what not.

            2. The other was job experience as this sort of experience is not available within 100 miles within Ellensburg. This help students prepare for more niche job opportunities.

        v. Eli is not sure if they are planning to add this supplemental funding to their base funding.

            1. Ian added that these funds are the exact same as their base funding request. This is the start to them assessing what will be in their base funding request, so it sounds like this request might be the minimum for their base funding request.

        vi. Ian noted that they talked about how the equipment is broken, and having more people might help. They need to ensure that things are getting repaired and assessing that. He wonders how much stuff gets repaired when stuff gets broken and damaged.

            1. Would a person get charged for breaking equipment?

        vii. Eli noted that they have 37 applicants. S&A is for students' experience.

            1. There is interest and this would affect students in some way.

       2. Ian added that this specific experience cannot be found within 100 miles. There aren't not many opportunities for that field in this area.

viii. Yahir noted that this makes it more available for students that want to check out stuff.

ix. Andre clarified they have one student already and they want 2-3 more.
       1. He understands how impactful this is. Machines could be damaged by not having someone watching it closely.

x. Nick M notes that this does benefit students, and 80 students do checkout1-3 times throughout a quarter. He wonders how many students are getting damaged items. How many students does this really benefit? Compared to the whole campus, 80 students are not that much, and he wonders how many of those students are really experiencing issues. All this money is going to benefit a portion of those students.
       1. Ian referenced the observer article, which might answer his question. He does not think that anyone can randomly just checkout equipment. It might only be accessible to the film program and maybe theatre since they've merged.
       2. The article states they have had to turn away so many students for equipment because they've had to reserve equipment for people in certain classes.
       3. Eli asked if students could reserve items.
          a. Ian clarified that it might be that it's reserved for those in class unless they changed that policy.
       4. Nick V inquired if it's in the film major or just the course.

xi. Nick V noted that it said 80 students per quarter, which is 280 students for all 3 quarters.

xii. Nick M asked if the 80 students are in the program or 80 students in the specific class. If it's 80 in the program he assumes it's going to be the same 80 students that are going to be checking out in the next quarter.

xiii. Ian referenced the article that the interviewed worker is supposed to take equipment away and repair it but is not trained to repair equipment.
       1. They do not have anybody to repair equipment that's broken and can't do anything about it. If it's something that that's slightly broken but could still work, for budget's sake, they have to keep it in.
       2. Ian does point out that this was written last Spring. This might not reflect what the theatre and film department are capable of since the merger.
       3. What's the point of having people assess equipment if you don't have the funds to fix it?

xiv. Eli added that knowing what equipment is there and in full capacity would determine if they should hire 2-3 students to check in equipment that's not already broken. Do the advisors have anything?
       1. Robbi advised that they could postpone the vote and get their questions answered before making a vote. If they do not have anything holding them back, then they could move forward.

> a. Erin seconds that.
>
> xv. Eli believes that there are still questions that need to be answered. If they would like to postpone this vote to a later date, they should write down their questions and he will ask them.
>> 1. Robbi recommends sending their questions to her so she can ask them

MOTION: Nick M made a motion to deny this supplemental funding request for $10,008. Ian seconded the motion.

> xvi. Nick V needs more information before he can vote to approve or deny this request.
>
> xvii. Ian would like to see some sort of action plan on how they would get more equipment fixed.
>
> xviii. Yahir concurs based on who is able to check out items by. Is it by the department or the course?
>> 1. Ian acknowledges that this is a good point. Is it solely benefiting people in this department or has this changed?

MOTION: 1 (yes), 4 (no), 1 (abstentions)

MOTION: Ian made a motion to postpone this supplemental funding request for the next meeting (November 22nd). Yahir seconded the motion.

> xix. Robbi asked that they send her the questions by Sunday evening then she can send them by Monday, which would give them enough time to respond.

MOTION: 4 (yes), 0 (no), 2 (abstentions)

> b. 2505: Supplemental funding request to cover all minimum wage increases and COLAs for positions paid for by S&A - $84,030.67

MOTION: Nick M made a motion to approve this supplemental funding request. Ian seconded the motion.

> i. Ian asked for further clarification. If they didn't approve it, it would impact goods and services and may reduce hours in some student positions.
>> 1. Erin noted that in most of these areas what didn't get absorbed by their programming would move to the next level, which would likely be a reduction of the student staffing. This would be helpful to the areas because moving forward without this would make things worse and worse.
>
> ii. Eli clarified that this request is coming out of S&A to cover inflation
>> 1. Erin noted that this is not necessary inflation, but you can think of it as a *wage-inflation*
>> 2. From the student side it's a mandatory increase in the minimum wage, in which they are required to pay. If there's a student job, like student government, those wages would also need to be adjusted if minimum wage increased.
>> 3. The staff positions are set by the state of Washington as to what the wages are. Most years there are a 2-4% COLA by the state that they are required to pay as a state agency. It's *wage-flation*.

iii. Nick V asked about student positions that aren't filled by now but could be filled.
1. Erin looked at what all the areas have in their budgets in their student wages from January through June. She used that amount to calculate. For each line that had a student wage increase she put those amounts per each month.
2. An area that does not have students for a month would not include the amount in their budget; note that this is just an estimate. They are only going to be adjusting based on actual wages up to what they had in their budget. If they don't have the staff, then they shouldn't get that additional funding. This is the most of what that funding would be, and she will come back with actual distributions. The COLAs are for the full year. They go into July 1st, but if the position is vacant that salary would not increase (with S&A funding) because their salary is $0.
3. It's based what they've actually spent. The numbers are based on their budget.

MOTION: The chair made a motion to approve the supplemental funding request, Supplemental funding request to cover all minimum wage increases and COLAs for positions paid for by S&A - $84,030.67. 5 (yes), 0 (no), 1 (abstentions)

B. Recommendation to set a supplemental funding budget for 2024-25– Deliberation & Voting
   a. Erin clarified the documentation shows that they swept back $225,000 from unspent funds and this would be the amount that they would have to reallocate out to for all of those funding requests.

MOTION: Ian made a motion to set the supplemental funding budget for 2024-2025. This would be the swept back funds from 2023-2024. Nick M seconded the motion.
   b. Nick V asked how much they approved last year for supplemental requests.
      i. Erin confirmed that it was $140,000 last year.
      ii. Nick noted he just wanted to be sure they were close to that.
      iii. Erin added that they should be close to that. Some of that was because of the minimum wage increase and the cost of living because they did not do a supplemental request to cover all of that. The hope is that this approval would reduce the number of supplemental funding requests by setting this. This would get the committee to a little less than what they allocated. If they all decide to increase their supplemental funding budget down the road, they are able to.
   c. Ian thinks this is something they cannot afford not to do.
      i. Ian references the next recommendation as well.

MOTION: 5 (yes), 0 (no), 1 (abstentions)

C. Recommendation to reduce allocation for 2024-25– Deliberation & Voting
MOTION: Ian made a motion to reduce allocation for 2024-2025 by an additional 5%, which is 15% off the initial allocation. Yahir seconded the motion.

a. Ian noted although people might not like seeing a reduction out of fear that it would impact the programs, at the same time not reducing is going to lead to some long term risks. If they have these long term issues, they will harm people a lot more over the years than if they band aid it by not and reducing it. It would create more problems in the future.

b. Eli did a short poll on social media, asking about a 10-15% budget reduction.

    i. Most people said no then he included context. He wanted to see what people's initial response was.

    ii. After they received context, they think that they can't continue to use the reserves as it's not sustainable. Someone said we can't fund the future if can't fund ourselves now.

    iii. At face value this seems scary. Really this is more sustainable for more students in the future.

    iv. Maybe it's time for some programs to get funded internally by their own departments.

    v. Most students were supportive after they were given some context.

    vi. He recommends going out to give students context, numbers, and explain to reasoning for this reduction based on the results of his poll.

MOTION: 5 (yes), 0 (no), 1 (abstentions)

D. Recommendation to extend the Annual Financial reviews to December 13th– Deliberation & Voting

    a. Robbi noted that it would allow all our areas to focus on their base funding request. It's most important to have these areas push into the new quadrennium.

MOTION: Nick made a motion to extend the Annual Financial reviews to December 13th. Ian seconded the motion.

    b. Ian asked if they are any reasons not to extend it.

      i. No. It helps everybody including Erin and Robbi. It gives the two of them from December 13th until their first meeting to get those all in order to so that they can be provided in January and set the base funding schedule.

        1. There's no reason not to.

      ii. Erin noted that as an area that has to provide these things, she appreciates this extension. All of these areas are going to be working so hard on coming up on their next four years, so it would be nice to give them that flexibility to focus on this and then do the rest.

MOTION: 5 (yes), 0 (no), 1 (abstentions)

Public Comment – Second Call

A. None.

Adjournment:

MOTION: Ian made a motion to adjourn the meeting at 4:54PM. Yahir seconded the motion. 5 (yes), 0 (no), 1 (abstentions)

Our next meeting will be November 22, 2024 (SURC 301) at 3:30pm.
Check out our website at www.cwu.edu/services-activities