

**Services and Activities Committee**  
**Meeting Minutes**  
**November 21, 2025**

**Called to order:**

Alex called the meeting to order at 3:05 pm.

**Attendance:**

Erin Sargent, Mia Young, Robbi Goninan, Nick Moreno, Aeros Spangenberg, Alex Cordon, Alex Matheson, Heru Sullivan, Rachel Haley, Raina Varma-Kulkarni, Shangyue Zhu, Trent Bucy

Absent:

Guests: Tyler Diltz, Brandon Mattesich, Marlene Veveris, Jackson Roberts, Keaton Weyers, Gretchen Lohse, Tommy Skaggs, Nicholas Elliot, Parker Wood, Lola Gallagher, Ruben Cardenas, Bridget Culley, Jennifer Green, Ash Perron, Yerin Kim

**Agenda:**

**MOTION: Heru made a motion to approve the agenda from 11/21/25. Aeros seconded. Motion Carried. 6 (yes), 0 (no), 0 (abstentions)**

**Minutes:**

None.

**Reports**

I. Chair:

a. None.

II. Advisors:

- a. Per training the committee was advised to stay within their supplemental budget which is their current student revenue.
  - i. Revenue comes in through their student fee of \$283 per quarter. This is allowing them to fully fund the recommended base funding.
    1. Previous years had reductions from lack of funding.
  - ii. Per the training, that difference from what they think the fee revenue is going to be within that and what is being allocated out is \$13,604.
  - iii. They will also experience salary savings within the year. Where there are open positions, they will sweep those funds back and re-allocate it out in the form of supplemental.
  - iv. \$78,162.50 in terms of salary savings
    1. Erin is splitting her position, so half of her salary will be coming back to supplemental every month.
    2. This is just October so they will accumulate more over time. Each month a position is open, funds will return to the committee

3. This number is not static will continue to change
  - v. Supplemental Budget for the year: \$92,456.50
  - b. Due to the amount of new business and ensuring that everybody has time they are recommending that they extend the meeting by an hour.

**MOTION: Haley made a motion to extend the meeting by 1 hour. Heru seconded. Motion Carried. 6 (yes), 0 (no), 0 (abstentions)**

III. ASCWU:

- a. None.

**Communications Received**

None.

**Public Comment**

Alex M:

- Thank all of you for showing up here today. I think it's going to be a very good year with the S&A Committee and our various S&A funded areas. However, this is our first meeting. A lot of us are new to the existence of Robert's Rules, so a level of grace is incredibly appreciated.

**New Business:**

A. 2604-Pulse reallocating supplemental funds – Presentation

Presented by Gretchen, Tyler Diltz, and Keaton Weyers

- a. PULSE
  - i. Entertainment/Lifestyle Magazine
  - ii. By the students, for the students
  - iii. Traditionally published once per quarter
  - iv. COM 446
  - v. EIC(s), editors, writers, photographers, designers
    1. Attracts students from a variety of majors
    2. Multifaceted publication allows practical experience in multiple disciplines
  - vi. They are a paid staff of 4 (13 unpaid).
    1. They are much smaller than others
    2. University of Kentucky (35,000) vs. CWU (8000+)
      - a. CWU is **70% smaller** as a university
      - b. UoK (50) vs CWU (17)
        - i. We are operating with **66%** less staff for the same product
  - vii. They print 1,000 copies per quarter
    1. They rarely have copies left over, but any left over last forever
  - viii. PULSE Awards
    1. Awarded many awards in various different categories
    2. Recent show 5<sup>th</sup> and 6<sup>th</sup> place showings for best in show for Feature Magazine in the Spring National Conference. They also won 5<sup>th</sup> best in show for the October National Conference

- a. These were both magazines produced within the same year
  - ix. A Look at the Past
    - 1. Previously they received consistent S&A funds until recently
    - 2. Since they print quarterly there are less opportunities for them to post ads compared to the Observer
    - 3. They were unable to get ads for the Fall issue because they were unable to commit to printing
  - x. Similar Story to Observer
    - 1. As minimum wage and printing costs increased they reduced hours that students are getting paid. Student workers are not getting paid as of November
      - a. They are cutting as many costs as possible in hopes of printing and saving
  - xi. Our Requests
    - 1. Request #1
      - a. We are asking for approval to...
      - b. Redistribute supplemental funds approved Spring '25
        - i. That total amount was \$6,993.75
        - ii. This won't be removed from the supplemental funding budget since they had been approved last fiscal year
  - xii. PULSE- Redistribution
    - 1. Error noted in 1A and 2A
      - a. Difference in column A and B were added together without adding column 3 because of the degrees of freedom
        - i. A handout was given to those in-person
      - b. They are actually asking to redistribute \$1,479 into their deficit coverage
        - i. Remaining funds were used for the media fest conference that their staff attended in October
      - c. Students cut the amount of hours worked per week
      - d. They are hoping to cover the remaining deficit with ad revenue which they cannot cover due to possibilities of not being able to print
- b. Questions? Comments
- i. Where did the deficit come from
    - 1. Last year, Gretchen (Administrative Assistant 3) took a pay rate of absence. In those 2 months their budgets were forecasted incorrectly, which did not account for the second time that they printed
  - ii. Is there an estimate of what the ad revenue is projected to be if they do get the ad revenue?
    - 1. Their ad revenue has consistently under \$5K. This is due to only printing 3 issues per year.
      - a. They offer packages which rarely get purchased but the ad revenue is split between the Observer.
      - b. They get about \$2-3K a year of advertising

- iii. Graph inquiry regarding distribution amount. Followed by inquiry about what occurred last year to affect the overall allocation to this area.
  - 1. The last quadrennial cycle, they were used to getting about \$20K. Previous committee voted to fund \$2K this year.
- iv. Erin noted that part of that was due to the previous Committee's suggestion. They had suggested moving to a digital platform.
  - 1. Another piece was the areas tied to credit requirements.
    - a. The hours worked from PULSE were being required by courses.
    - b. Based on the base funding are presentations, the Committee determined that the hours that were being required by the course were also hours that were being paid from S&A funds.
- v. Gretchen noted that it was a requirement at the time, but paid positions are no longer required to be enrolled in the course
  - 1. Students are being paid for hours past their course credit hours.
  - 2. Credit hours are limited to the course, so 9 hours are what is limited to 3 credit hours per week.
  - 3. Students work a lot more than that, which is why they ask for Salaries
- vi. Dr. Green noted that a lifestyle magazine are meant to be Evergreen so that it can be found anywhere with stories that appeal to many regardless of when it was published.
  - 1. PULSE placed 2<sup>nd</sup> nationally for Cover design, so their designs are conceived visually first. They don't report stories that they can't figure out how it looks on page
    - a. It just doesn't translate as well online.
  - 2. Keaton noted that their recent magazine was being shown as exemplary work from other schools.
- vii. Funds were reduced last year because of their connection to course material that has since been renewed.
  - 1. Gretchen added that students can still enroll in the course but it's not required.

B. 2605-Pulse Supplemental request – Presentation

Presented by Tyler Diltz and Keaton Weyers

- a. PULSE- Fall '25 Issue
  - i. 1,000 copies
  - ii. 60-page magazine
    - 1. Smaller than usual issue (80-pages)
  - iii. 8.5" by 10"
    - 1. Examples provided in person
  - iv. Abbott's Printing
  - v. **\$4,280**
    - 1. Versus the usual \$5,892 for the 80 page version
  - vi. They would be saving \$1,612
- b. Tradition

- i. They have become a cornerstone on our campus and among college publications in the US.
  - ii. Give students a voice
  - iii. They represent *all* students at CWU (first-ever group to win a CWU Diversity Award)
  - iv. The community supports them
    - 1. Hundreds of people expressed that PULSE is a necessity for CWU
- c. Gary Lundgren, Associate Director, Associated Collegiate Press
  - i. “In the world of collegiate student media, PULSE magazine has put Central Washington University on the map.”
    - 1. This is a big deal coming from a person from that status so they would also notice if PULSE were to flatline
- d. Questions? Comments
  - i. How big of a deal is the Associate Collegiate Press?
    - 1. Almost all the University’s that compete are double their size. Such as the University of Michigan, University of Kentucky, etc. Schools that are highly recognized that they compete along side.
    - 2. ACP is the collegiate version of the Associated Press. They often have people involved in the Associated Press that give presentations. This is the way for colleges to compete nationally in that realm.
  - ii. In the hypothetical – If PULSE was not to get this funding, what would they do and what would happen?
    - 1. They wouldn’t be able to print. Companies would only be able to access their online version.
    - 2. If students wanted to continue submitting for those awards, students would pay out of pocket if they think they have award worthy material and wanted to submit it
    - 3. They would miss out on award opportunities. Best shows tend to be an in-conference award. Best of awards are universities that compete on the spot
    - 4. Besides having the magazine online, having a print version gets students more involved. Fully online would make it harder
  - iii. Dr. Green noted that it was an e-magazine in 2011, but was it re-standardized to be a consumer lifestyles magazine that is seen today. They brought in graphic design students. 2-3 years of that workload before they could convince S&A to print. They found that students that weren’t flipping through their online magazines began to read it more.
    - 1. If they don’t hold some of their magazines then they would run out. It gets picked up around campus and around town. Students that graduate note that it in-captures their lives here
  - iv. Gretchen noted that these publications help students with their resumes. Winning awards helps with their resumes. Not having this would be a determinate to the students and the magazine itself.

1. It would not be spread through campus and it would limit their work within the classroom
- v. Last year during the BOT they were asked to work with CB to increase ad revenue to combine efforts to earn more revenue. How was that going?
  1. They did do exactly that and hired on last spring and used some of their donated funds to help pay for a couple hours a week for 2 business students to jumpstart their advertising. Although they did a fantastic job, there is not a large market for their advertising
  2. People keep saying that they should self sufficient and all that they need is good ad campaigns. And yes, they could get ads. They've fully funded their week of welcome issue with ads. Welcoming new students was a time that they saw a utility to advertising.
  3. They have been pivoting and they relaunched their newsletter from the Observer and they have started a second weekly newsletter. It covers all of student media, so covering PULSE and the Observer. They are actually placing ads national ads on that newsletter.
  4. Observer tends to be more attractive to advertisers because it's weekly and it gets more regularity visits to the website because they are producing daily news and weekly news
  5. It's difficult to attract PULSE advertisements and they need funding to help them pay to send someone out and do the advertising because it's a big job and it's really hard for them to juggle on their own.
- vi. The week of welcome issue was only 20-40 pages but they had over 10 advertisers that those business students helped them get
  1. This contributed over \$3K in those printing costs
- vii. They weren't able to secure advertising for the fall issue because they were not sure of their funding right now. Have they done any projections on the difference from their ability to pull in ad revenue?
  1. There is interest and they have had to turn people away because they can't commit.
- viii. Is there a significant difference in the amount of advertisement that they are able to accomplish?
  1. From one vendor that approached them about purchasing a package that they could take \$1K from that one.

C. 2606-Observer Supplemental request – Presentation

Presented by Jackson Roberts and Brandon Mattesich

a. Observer

- i. 110-year-old publication with a physical presence on campus
- ii. *By the students, for the students*
  1. Close-knit community
  2. Issues are directly related to the students that are relevant to the Student Body
- iii. Traditionally published once per week

1. Thursdays from 9-11AM
- iv. COM 444 – Jackson and Brandon teach the class
  1. Teach the class and cultivate a workplace environment
  2. Gives them opportunities to feel what it's like to work with tight deadlines that benefits all their staff post Observer
- v. EIC(s), editors, reporters, designers
  1. Collaborative effort
- b. Funding from student fees ensures **independence**, so Observer reporters can continue to cover stories of great relevance to students
  - i. The reason they are asking for funds so that they can report on these stories with no oversight from campus administration or any other outlets that might want to oversee what they write and publish
  - ii. **Freedom without fear**
- c. Examples:
  - i. *'Cats Against Assault' Instagram page alleges instances of sexual assault on and off campus: 'Nothing has changed'*
  - ii. *CWU Union Presidents respond to staffing attrition: "It can't be understated enough the toll that the attrition is taking on all staff"*
  - iii. *Remembering Shady Acres: the once 'peaceful,' affordable community to be covered by Kittitas County Event Center expansion.*
  - iv. *"This election has gone to a dark place" – ASCWU election stirs up controversy on Fizz*
    1. These are the types of stories that the students want to read about
    2. Campus and local stories that are hard hitting and important to report on
    3. Without fears of censorship
- d. A Look at the Past
  - i. They have been funded consistently until last year
  - ii. Ad revenue was affected heavily during COVID
  - iii. Similar to PULSE their advertisements are less likely to advertise if they are not sure how often they are printing
- e. Costs Rise While We Cut
  - i. Minimum wage and printing costs have gone up
    1. They have taken significant cuts to their staffing hours to keep the paper afloat
  - ii. They have seen a reduction in staff post covid
  - iii. Although they recognize that the paper has gotten more expensive to operate, they have done their part by reducing hours and with their reduced staff site
- f. Regional, National, Best of Show
  - i. Despite this they are continuing to win awards for their newspaper
  - ii. They are facing adversity on campus by winning these awards
- g. What Goes Into Our Publication
  - i. It takes time, effort and a lot of **responsibility** to put out The Observer
    1. Putting out reliable, objective material is something we take **seriously**.

2. Our purpose is to inform the student body.
- ii. How much time (hours) per week?
  1. 20 EIC
    - a. Oversee weekly production and do a little bit of everything
  2. 15 (co-EIC plus delivery)
  3. 10 (3 lead editors)
    - a. Report stories and edit every story every single week
  4. 10 (lead designer)
    - a. Designing every page for hours and hours on Monday and Tuesday nights to meet deadlines
  5. 3 (asst. designer)
- iii. That's 56 hours for 7 positions...
  1. Avg. 8hrs per week per person
    - a. We are a small team
- iv. The work that they are doing is not something ethical to be asked to work nonpaid / volunteer
  1. Responsibilities are a lot and opens them up to criticism. Their name is attached to everything they write
    - a. They write on sensitive issues
  2. Attaching their names takes into consideration how the public will perceive these stories and how they respond to the person writing on it.
  3. It has to be a paid job because it takes too much work for any student to balance
- v. Breakdown of Working Hours
  1. They do the bulk of their time writing, interviewing, and designing
  2. 16.5% goes into editing, which correlates with fact checking
  3. 9.2% on sight coverage
  4. Social media and website
  5. Miscellaneous and design night tasks
    - a. Planning lesson plans for future class periods. Other stuff that goes into the paper last minute like wildcat word, horoscope, etc.
  6. A small amount goes into distribution for passing out the papers to the newsstands twice a week
- vi. The Observer- Request
  1. Salaries – paid staff
    - a. All of those positions are broken up by weekly hours, yet they all exceed those paid hours
    - b. They are asking for everything they need to keep afloat
    - c. \$9,592.80
  2. Printing cost
    - a. They are requesting funds for only printing every other week, which will reduce the total amount of printing costs
    - b. \$4,670
  3. Office Printer

- a. Their office printer is on contract, so they have to pay for it
  - 4. Total request - \$14,846
- vii. Courage in Journalism Award
  - 1. Finalist of prestigious national award October 2025
  - 2. Considered for their activism on behalf of freedom of speech and important role of campus student media.
    - a. They acknowledge that many people had a hand on
    - b. Support they've received from beliefs that their paper is a necessity
- h. Questions? Comments
  - i. What specifically about not receiving full funding would result in censorship?
    - 1. Not receiving full funding from the S&A Committee would not result in them being censored per say. Their fear is that they don't have a working budget due to the small base funding approved from last year
    - 2. They are working with right now, which is to say pretty much nothing.
    - 3. They recognize this request is large but it's due to their lack of an operating budget from base funding.
    - 4. They are trying to retain a staff to keep the paper afloat at all. If they were not funded the request in full, what would take the biggest hit is print.
    - 5. Censorship would be if they tried to receive alternative funding routes through the actual school itself (instead of the S&A Committee) or externally
      - a. Whoever they receive funding from would have oversight over the paper, which could lead to potential censorship
  - ii. Where did the base funding for this year go towards?
    - 1. This went to salaries and printing
    - 2. Part of their supplemental funding request in spring went to the Observer in October
    - 3. Advertisements used to make up nearly half of their allocated budget. In 2019 they were receiving \$40K in advertisement revenue.
      - a. Post pandemic they needed to increase operating costs, but the pandemic impacted this drastically. They never truly recovered after that
      - b. Advertisers helped them offset some of November's cost
    - 4. In fiscal 2023 they were able to push for advertisers and which is why they broke even in the last few years and with the help of supplemental funds from S&A
      - a. They are projected to have \$8K in ad revenue for this year from this quarter alone
        - i. This is why they have been able to print in November

5. If they don't have enough funding for Winter, they won't be able to do what they did this quarter
- iii. Rachel thanked both the PULSE and the Observer for their tireless endless work they've put into these presentations and also to make sure that their programs stay afloat. Rachel appreciates that.
- iv. For the salaries, they only have 7 people working at the Observer right now that are being paid. Do they know of any fluctuation with that? Do they expect any extra staff members?
  1. They would love to have extra staff but they are operating bare bones and they could only do so with the S&A Committee's blessing essentially.
    - a. They are operating with cut hours and cutting hours even more next quarter.
      - i. EIC is only going to get 15. Other EIC is only going to get 10 as opposed to 20 and 15. Their reporters are only down to 6 and their assistant designer will be down to 3 hours per week, paid.
      - ii. This is outside of their course credit hours
    - b. Some of them are in the class and others are no longer in the class, so those cuts are incorporated in their course. They have separated their course from the paper for this
- v. Dr. Green notes that the number of positions is down from the past. They were receiving closer to \$60K, before that they received closer to \$100K with 10 – 15 paid positions on staff. They are really down on the number of people they can incorporate into their leadership staff.
  1. They offer those roles to people that don't get paid, but it's not just the level of effort but the responsibility that they are taking on. Especially with the sensitive topics
- vi. Gretchen notes that the annual number of paid hours for week used to be close 80 and now they are at 56. This is a steady decline to about 13.5 hours per week that they've given up.
  1. Is this from the separation from the class?
    - a. No, it's strictly budget
  2. Their staff agreed to cut hours to allocate more money for the paper
- vii. Is this funding for salaries for Spring or just Winter?
  1. Just Winter – they know it's a large portion of what's available. They have tried to accommodate what they could to keep the paper alive
    - a. They want to print every other week, not just every week. They want to decrease student hours even more. They are really trying but they cannot operate on \$1,100 even just digitally
  2. They could operate online but the staff hours is what's important, but they do believe that printing is important. Thus the reason they are willing to print every other week. Staff is what's important, which is why it's the bulk of their request.

3. They would like to point out that there is more advertising revenue that comes from Observer just because they print more often. They could also accommodate digital advertisement.
- viii. With the \$9K in paid staff and printing request - If they are able to operate at this level? Are they expecting to go back to the previous level in the 4-year cycle? If they are able to operate at a standard level with around \$30K, are they going to want to go back to \$60K or are they going to try to operate at this level?
1. This year they are not going to go overboard.
  2. With budget base funding requests that are due in December, they will be asking for an increase in what they are proposing today. However, they are not expecting to go back to being funded \$100K.
    - a. It might be closer to \$40K.
- D. 2607- KCWU Supplemental request – Presentation  
Presented by Tommy Skaggs and Elliot
- a. KCWU-FM seeks funding for two preventative maintenance initiatives:
    - i. UPS Battery Lifecycle Replacement – ensures uninterrupted broadcast operations.
    - ii. FCC §73.317 Compliance Test Equipment – enables in-house transmitter spectral testing.
  - b. Project 1  
UPS Battery Lifecycle Replacement
    - i. Purpose:
      1. Replace aging TrippLite UPS batteries beyond 3 year life cycle.
        - a. Fancy surge protector with a battery inside of them
        - b. Several of them are heading up to the 5 -year range
      2. Prevents loss of studio automation, STL, and IT systems during power event.
        - a. They are approaching the season where they are looking at power outages
      3. Protects equipment and student created media assets.
      4. Ensures uninterrupted EAS emergency alerts.
        - a. If there is ever a significant emergency event it transmits on the 88.1 the BURG frequency
  - c. UPS Battery Replacement – Quantities & Costs
    - i. Replacements Needed:
      1. Small (RBC62-1U): 14 units including spares (\$136.70 each)
        - a. 2 spares
        - b. Now they have 0 spares
      2. Big (RBC94-2U): 8 units including spares (\$337.81 each)
        - a. 2 spares
      3. Estimated Tax: \$415
      4. Total Cost: \$5,031.28

- ii. Seattle University Colleague (KXSU – Natalie Menendez) noted that they had a power event over the summer wiping out the data on one of their computers. They have been recovering this whole academic year and have been struggling to get up and running. They asked for a similar request at Seattle University that got funded.
  - 1. It is very tedious. This is not fun money but this protective money. It's protecting their equipment
  - 2. If a critical failure occurs, it would result in a bigger expense. There is a lot of expensive gear at the Radio Station.
  - 3. They also have student data. Any student from any major is welcome to be a part of 88.1 the BURG. They have 70+ students creating content with the radio station right now
  - 4. It would keep the station protected and is a very critical piece.
- d. Project 2: FCC Compliance Test Equipment
  - i. Verify transmitter occupied bandwidth & spurious emissions (§73.317).
    - 1. They have to transmit from a certain frequency
    - 2. They have to be within a certain range to avoid splattering into other radio station
    - 3. A test has to be done whenever they make a changes
  - ii. Required for new Nautel VX1 transmitter.
    - 1. Ensures that they can stay online even if they have an outage
    - 2. Has yet to have the required compliance test
    - 3. Ensures that they stay within their occupied bandwidth
  - iii. Eliminates ~\$1,500 per contractor/technician visit.
    - 1. This is based on past costs, but it would likely be more than this
    - 2. Elliot is able to do this testing himself with his licensing and certification: fundamental engineering license with the State of Washington
      - a. This means they have to have the skills, equipment/gear, frequency, emissions, and more
      - b. Having the correct gear and being able to prove it will allow them to do their testing themselves
  - iv. Supports ABIP self-inspection and OPIF compliance logging.
    - 1. They passed their most recent one with ABIP before installations. They have compliance with their online public inspection file with the FCC
- e. FCC Compliance Gear – Items & Costs
  - i. Equipment to Purchase:
    - 1. Rigol DSA815 Spectrum Analyzer – \$999
    - 2. FM Broadcast Notch Filter – \$500
    - 3. 20 dB Attenuator – \$15.99
    - 4. 10 dB Attenuator (spare) – \$21.99
    - 5. DC Block – \$15.88
    - 6. BNC-BNC Jumper – \$16.59
    - 7. Tax & Shipping – \$180
    - 8. Total Requested: \$1,800

- a. This would allow them to test this equipment as many times as they need without having to bring in a contractor
- f. Combined Budget Summary
  - i. Total Funding Requested: \$6,831.28
  - ii. UPS Battery Replacements: \$5,031.28
  - iii. FCC Compliance Test Equipment: \$1,800.00
- g. Questions? Comments
  - i. Where did the \$1,500 come from?
    - 1. They have their S&A base funding and sell underwriting packages which is similar to advertising. It's a mix between their S&A funds and self support
  - ii. How often do they have to do these tests?
    - 1. Any time they make a change to their audio it affects the spectrum that they are spitting out. The last one they had to do one was 2017
    - 2. However, they got a new transmitter installed over the summer. They tested this with amateur gear over the summer, but FCC requires them to use calibratable gear. Although they can asses that they are okay, they have yet to do the report
  - iii. If they are not in compliance what would happen?
    - 1. They would be a huge fine.
    - 2. If they start overstepping with their emissions they would be able to hear other radio stations on 88.1. There could be huge penalties
  - iv. Are there any expected emergency situations forecasted that says this protected gear is necessary?
    - 1. They have 0 back up gear so they are running close to their danger zone. One power surge could be detrimental.
    - 2. They will frequently test them as to whether or not the battery is going to fail. They have not done this due to the age of the units. Doing this test would cause one that is about to fail to then fail and they don't have anything to replace it with.
      - a. They put them in and test them when they are new but these are old and will fail.
  - v. Hypothetically, if they were provided funding for half of the units needed, what would that look like for their program?
    - 1. They would hold onto them unless they fail completely. Caution would be that anything connected to a failed UPS battery could get damage. If it fails then they lose everything on their battery completely. This is why they want to replace it at the 3 year mark. Although they are not dead yet, it is meant to be replaced so that it does not fail before the of the battery's life.

- **Nick Moreno left the meeting**

E. 2603-OUR supplemental request – Presentation

Presented by Yerin Kim

a. OUR Business

- i. They are in charge of putting together SOURCE
  1. Symposium of University Research and Creative Expression
  2. It is a large event on the University which covers all disciplines and all colleges. They are on year 31
  3. It's unique to have a platform for all scholarly works. This includes the hard sciences, College of Business, creative arts and expressions, design, and performance
- ii. They are proud of what they've done so far and what they work towards
- iii. They look at how many students are applying to present at SOURCE by colleges, year, and how many students are taking advantage of opportunities for funding.
  1. A lot of students from CAH and DHC have lower participation rates than other colleges
  2. A lot of hard sciences have materials built in through curriculum to be presented through a presentation platform
  3. They are working to further bring attention to the value of research in creative expression in CAH, CB, and Education. It strengthens student involvement and experience.
- iv. SOURCE is at the end of year in Spring but it is built up through a year long journey. A part of it is due to OUR funding awards
  1. They are funded by S&A, foundry10, and the provost's office
  2. S&A is about a third of their award money.
  3. This is open to all undergraduate students at Central. There are 4 types of grants that align with their research and creative activities.
  4. These grants can be used to flying to conferences, registrations, travel costs, research equipment, and supplies
  5. Currently the award cycle is only for Fall and Winter
- v. SOURCE is a professional development event that offers students a local conference experience.
  1. Providing opportunities that not a lot of students have access to. They offer this platform to promote students research and expressions in all disciplines and colleges: CAH, CB, CEPS, COTS, and DHC

b. Itemized Budget & Justification

- i. They only offer funding opportunities for funding for fall and winter
  1. Creating opportunities to apply to the spring term, in addition to what they already do, will allow students to (especially those in CAH, CB, and DHC where they usually see lower rates in participation) to seek opportunities for their summer research and creative expression. This will make students more likely to present in SOURCE for the Spring term, which is right before they have to travel for their summer work.
- ii. Their funding awards have been gaining more interest in participation and support across all disciplines.

1. It has become a staple for student research and creative expression support across campus. All while providing students opportunities beyond the campus and central centers. They are only one of 33 universities in the entire nation to have both research college university and opportunity college university recognition, which is a very big honor and recognition
  - iii. They are requesting \$7K in supplemental, which can be distributed to give support to approximately 9-10 students that are applying for these summer awards.
- c. Requesting
- i. They award up to \$750 in OUR research and creative Scholarship. OUR Experiential and Immersive Studies in the Arts offers up to \$750 per applicant
  - ii. Number of applicants for OUR awards in the past 5 cycles
    1. Growing interest and amount of impact that they are able to give their students
  - iii. Total of 47 applicants
    1. Last year winter had 24. Last year this time there were only 14. There were only 31 and 33 in the previous years.
    2. They are seeing steady growth of interest and an amount of impact that they are able to give their students.
  - iv. Number of applicants from each college and award
    1. This fall 2025 quarter
      - a. CAH – 5
      - b. CB – 2
      - c. CEPS – 15
      - d. COTS – 25
      - e. DHC – 0
    2. They are gaining more interest from all disciplines and they are trying to ensure that they are all represented and included in their design
    3. A huge part of it comes from funding support. If students are able to do their research over the summer, working towards their research and create expressions in winter and spring with the goal of being accepted to competitive summer programs then they would be more likely to have this experience on their campus before they head off to competitive research programs.
    4. Creating support for these students will allow them to present at SOURCE during spring before they present their works and these competitive programs.
      - a. Music students work very hard and when they get into competitive festivals most of them are not able to attend due to high travel costs and tuition. Even when they are vetted and selected to go due to financial constraints and barriers.

- d. Questions? Comments
    - i. This \$7K is for Spring awards for 9-10 students
      - 1. All of these registrations and conferences all happen in spring. Students have to apply by end of December. They know if they get into the programs by the end of January or February then have to secure their positions by late March and early April
      - 2. Opening it up to Spring cycles will allow students to use funds to secure their positions for spring research and presentations
    - ii. If they only got half of the request, how would it affect the program?
      - 1. They would have less to offer the students. It's not an operating costs or salary but goes directly to the students.
        - a. The more funds they have, the more students they are able to support. The less funds means the less students they are able to support.
      - 2. Last summer 2 students were selected to an international festival in Italy and received scholarships but that wasn't enough. They raised funds to attend instead. However, OUR would like to supplement that effort.
        - a. If she didn't cheer them on to try then they wouldn't make it to that festival and would've been told it was too much
      - 3. Having these funds would support them and they would feel the acknowledgement from CWU. Even if it does not cover the entire cost of research and festivals
      - 4. Having students go out there in summer is the best recruitment
        - a. They get to see how good we are with the support of the university and showcase students exemplary work
    - iii. They are voting to give funding that will help students that are already in the program when it comes to Spring time
      - 1. Current students who are already at the end of their academic year to continue in their research and creative expressions.
- F. Advisors: We'd like the committee's permission to extend the deadline for annual reports, financial statements and program reviews to December 15th. Because of the delay in committee appointments, we weren't able to get information out to the base funded areas until early November.
- a. Currently, the due date for these reports is December 1<sup>st</sup>, which includes
    - i. Prior year's financial report, which shows how base funded areas used their money last year
    - ii. Program Review reports show how they are using their money this year
    - iii. Base funding request funds them through years 2-4 of the current quadrennium, which is like a future look
  - b. With the S&A Committee being formed late this year and technical issues with getting reports out, this request for an extension is being made.
  - c. They are asking to extend the deadline which means that the advisors will have less time to review and put together these Base Funded areas documents.
    - i. This will give these areas more time to put their documents together. With an additional base funding request, it takes some time.

- d. Questions? Comments
  - i. During the winter break does the committee email about this information?
    - 1. They won't be bothered during winter break. It will all be provided after break. This does not change anything for those serving on the Committee.
    - 2. It would give those areas more time and flexibility and won't impact the committee members.

**MOTION: The Chair made a motion for a 5 minute recess.**

### Old Business

- A. 2604-Pulse reallocating supplemental funds – Deliberation and Decision
  - a. There was a suggestion to reallocate to part of what they are asking for
    - i. They are asking for \$1,479 to go to the reallocation of the deficit and \$4K for off-campus printing. They seemed confident in their ability to regenerate ad revenue with funding for print.
    - ii. Suggestion to take the reallocation for the deficit to go to their off-campus printing amount that they are also asking about and then ask them to make up their deficit
  - b. Erin noted that they can fully fund, partially fund, or not fund a request.
  - c. Re-allocation was to cover the deficit from overspending last year
  - d. Erin clarified that they could ask their departments for clarification if that area is present
  - e. The \$1479 is going to the deficit coverage. This is money that they already have.
  - f. Is it possible to partially reallocate the funds that they are requesting to cover the deficit to instead cover the printing cost or is this pressing and needs to be addresses now?
    - i. Gretchen's understanding is that supplemental funding requests that are reported are reimbursed rather than given up front. What they requested to be re-allocated was approved. They are asking for that \$1479 to go to the deficit coverage because it was larger than anticipated last year.
    - ii. In terms of priorities is not something that Publicity is unable to speak about
  - g. This request is to re-allocate to cover the deficit
    - i. Therefore any changes to re-allocate would come back to them
    - ii. Funds are not coming out of the S&A D Supplemental Funds because it has already been allocated out
  - h. A Committee member does not see an issue with this allocation as it would hopefully hurdle the PULSE and the Observer into more earnings this year.

**MOTION: Heru made a motion to approve the reallocation request for PULSE Magazine. Rachel seconded the motion. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)**

- B. 2605-Pulse Supplemental request – Deliberation and Decision
  - a. This was the supplemental request of \$4,279.93
  - b. Although there was a lack of interest in magazines, there is an understanding that the visual design and awards received at such a high level is good.
  - c. Another noted that any student media should be one of S&A's highest values

- i. Additionally, employees are sacrificing hours working and not getting paid for all of their work. They cut out the amount of pages and are saving money. They are reducing their copies per year
- d. The Advisor noted one of the big changes from last year to this year
  - i. Last year, to get those positions that students were being paid for, those students were required to be enrolled in a course credited class. That was really the issue. Per their presentation that has been addressed
  - ii. Context is important to acknowledge. This area heard what the Committee said, made an adjustment, and came back to present that change.
- e. There was a fundamental issue with last year's student's media due to the inherent connection between course material and student media. However, that has been separated.

**MOTION: Heru made a motion to approve PULSE Magazine's Supplemental Request in its entirety. Rachel seconded the motion. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)**

- C. 2606-Observer Supplemental request – Deliberation and Decision
  - a. \$15,051.97
  - b. Someone is suggesting to only approve the wages and not the printing costs
    - i. This is because they can generate ad revenue and still provide students their services and do okay
    - ii. They are limited in their budget and it's only their first meeting
    - iii. \$15K is a lot to one group that is going to come back to request more funds next quarter
    - iv. If they are able to give them funds for their hourly work then they will be more capable of generating what they need for the off-campus printing
  - c. How come they can't just print everything off the in house campus printer?
    - i. Off-campus printing comes from their production company, Wenatchee is why they have the quality of the paper. Their office printer is only capable of printing office quality such as posters and flyers.
    - ii. It does not print the magazine.
    - iii. They are inquiring about the funds for it because they are locked into a 2 year contract.
  - d. The Advisor noted that they are using their base funded allocation to pay for that printer. It's not a new printer.
    - i. This would cover the costs for 6 months but then it is in their Base Funding budget.
  - e. There was a member that believed that the printing cost should be approved. If they create papers then hopefully they can pay it back with the revenue made. They should also pay the salaries.
  - f. It was clarified that their COMM 444 is not required anymore
  - g. There are only 7 employees being paid which is a small amount of hours. The Observer has made many steps to continuously cut hours and costs.
  - h. The chair noted that due to salary savings, they might be getting \$4K-ish every month into their supplemental budget
    - i. This budget while small might get bigger, but that won't be possible if they spend it all within the next 3 meetings

- ii. There is other income coming into the supplemental budget but not enough for the rest of campus
- i. Another member noted that they should approve enough to print an adequate amount. They noted that wages are more important and students should get paid for the work they do at all times
  - i. A different member noted that the work experience contributes directly to their CV.
    - 1. They are also not putting in full time hours but the work that they do in these places is hardly incomparable to actual professional work

**MOTION: Heru made a motion to extend the meeting by 15 minutes. Aeros seconded the motion. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)**

- ii. Some degree of hesitation could be good for the committee because if they approve everyone then they are not going to have money.
- j. The Chair noted that students should be getting paid for their because this is still work. Printing costs – as big of a hit as it would be on the S&A Committee – should try to fund some of it as a way to see how they do in the upcoming semester
  - i. If they manage to get their advertisements up to a certain margin then that would show that there is still opportunities where they do not have to keep coming back to the S&A Committee for the same amount that they have been.
  - ii. As of right now, they are in the end of their fall quarter and going into the winter and have the rest of spring as well. Their Supplemental budget is not a lot and other areas will be asking for funds.
  - iii. Student Media, the Observer especially, is a keystone of the university
  - iv. They believe that they should fund this to a certain point to where they can function. Even if it is at a significantly smaller scale of student wages.
    - 1. It might be beneficial in the long run to see how they do if they come back after they are awarded funds
- k. Another member also agreed with that statement
  - i. Per a previous statement made, wages are important because labor is free in college campuses. Maybe not all of it is paid but there has got to be something to equate that time that is used because it is a big deal.
- l. Suggestion to approve \$3K of the off campus printing
  - i. Approving \$9K-ish + the \$3K + the printer cost
  - ii. The printing costs proposed are for every other week. They've already decreased the copies.
  - iii. If they were to cut copies again, would that significantly increase costs?
    - 1. They are at the lowest they are able to print which is 700 copies at 12 pages
- m. Are there other vendors?
  - i. They have looked into Abbots, but they did not have the same format that was offered in terms of the type of paper and formatting of the newspaper. There was not too much difference in cost.
- n. The Advisor noted that they could table this deliberation and voting if they felt that there was more information needed to make this decision.

- i. The Chair noted that the Observer gave them the information. They want the Committee to get this done today, and they want the committee to give them an answer definitively of what they're going to get today.
- o. There were concerns about whether or not to approve this fully. They considered if they approve the \$15K and another area requests for \$15K that it would be a lot harder to get them even half.
  - i. They are inclined to go with this but want to be more careful later.
- p. The Chair noted that if this is pushed forward that we might not be able to be as generous with the allocations. There is no guarantee that S&A will have the funds next quarter.

**MOTION: Rachel made a motion to approve the Observer's supplemental funding request. Aeros seconded the motion. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)**

D. 2607- KCWU Supplemental request – Deliberation and Decision

- a. \$6,831.28
  - i. \$5,031.28 in UPS Battery Replacements
  - ii. \$1,800 for FCC Compliance Test Equipment

**MOTION: Heru made a motion to extend the meeting by another 15 minutes. Aeros seconded the motion. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)**

- b. The batteries that need replacing are over their suggested replacement date so they are pushed to the end of their life
- c. It was said before that reserves are for emergency situations that could not be handled normally. Does it have to meet a certain threshold?
  - i. Erin noted that it would have to be capital expenditure in order to tap into their reserves.
  - ii. This means that it would have to be something majorly catastrophic.
  - iii. Something like this would not count as a capital expenditure because it does not meet the threshold
- d. Not funding this could result in an emergency situation in which the money might come out of the reserve
  - i. Would they rather invest in the security equipment, or would they rather gamble and have a situation that would risk losing student data?
- e. They asked for 2 spares for each battery. They could save almost \$1K by providing what is needed without including the spares.
  - i. There was confusion regarding why they need the batteries that they are requesting.
  - ii. Others inquired about cutting their ask in half
- f. The Associate Vice President for Student Development & Belonging clarified:
  - i. The current batteries that they have are all on their 5<sup>th</sup> year.
    - 1. They don't have any spares, which is why they need spares.
  - ii. They are supposed to be rotating these out on a 3-year cycle, which is what the KCWU request stated. It's a critical component to their operations.
  - iii. With the one high value item (testing equipment) they can't operate it unless the rest of the equipment is up to code.
    - 1. If the one item was approved, then they would still not be able to test.
- g. It's a safety thing especially in the event of a flood or a bad weather scenario.

- i. It is forecasted that this winter is going to be very bad.
- h. This seems critical but the supplemental budget is going to be difficult to operate moving forward.
- i. Would salary savings come into effect by the next S&A meeting?
  - i. This budget will be updated every meeting, and salary savings comes into effect at the end of every month.
  - ii. Erin notes that there may be at least another \$50K this year, but this is not a guarantee.
  - iii. If they approve this then they would have approved \$20K of the supplemental budget, bringing them down to \$6,500-\$6,800 if this is approved in full (excluding OUR's request)
- j. This request also impacts emergency broadcasts for emergent situations.
- k. Their testing gear seems imperative to their smaller stuff.
  - i. They should approve a majority of it due to the emergency use of it.
- l. Although it's a small amount of saving, there was consensus to majority approve the funds.
  - i. Cutting the smaller appliances down.

**MOTION: Heru made a motion to approve this request in the amount of \$6,710. Rachel seconded the motion. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)**

E. 2603-OUR supplemental request – Deliberation and Decision

- a. OUR is very valuable but due to what was allocated already, there was a suggestion to cut it down to \$5K.
  - i. It's allocated to a certain amount of people. They already have funding for awards because they are base funded area.
    - 1. Supplemental funding is not base funding, so they will address base funding at a later date
- b. Heru is abstaining from this as he regularly pursues this group for funding, so this would directly impact him.
- c. Erin notes that if this isn't approved, the area could return to request more funding at a later date
- d. The Chair noted that although this is an important area/program it is okay for this Committee to say no to spending funds at this point in time.
  - i. Especially if they feel that they have spent too much of their budget.
  - ii. They are asking for Spring funds, so this area could come back to request these funds again.

**MOTION: Rachel made a motion to reject the OUR supplemental funding request. Aeros seconded the motion. Motion Carried. 3 (yes), 0 (no), 3 (abstentions)**

F. Finalize date for Program Review extension

**MOTION: Heru made a motion to extend the Annual Base Funding Report, Financial Review, and Program Review deadline to December 15, 2025. Aeros seconded the motion. 5 (yes), 0 (no), 1 (abstentions)**

**Public Comment – Second Call**

- Erin would like to publicly acknowledge them on their first meeting of doing business. They all did a really great job and she really appreciates the way that they work together and talk together. Good job!
- Mia stated that she put in her notice at the University. She will be present at the next S&A meeting, but she will not be returning in the Winter Quarter. There will be someone else taking the S&A minutes by then.
  - Heru thanked her for what she did here for this school. He noted that he would not be in the Public Policy program if he hadn't run into her, which means that he would not be doing his McNair research.
  - Erin stated that Mia makes a difference.

**Adjournment:**

**MOTION: Chair made a motion to adjourned the meeting at 5:25PM.**

**Our next meeting will be December 5, 2025 (SURC 301) at 3:00pm.**

Check out our website at [www.cwu.edu/services-activities](http://www.cwu.edu/services-activities)