

**Services and Activities Committee**  
**Meeting Minutes**  
**November 22, 2024**

**Called to order:**

Eli called the meeting to order at 3:36 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, Verónica (Vero) Gómez-Vilchis, Evelyn Aguiar, Gil Martinez, Tommy Fernandez, Alexa Silva, Luis Mogollan, Luz Rodriguez, Katrina Whitney, Lola Gallagher

**Agenda:**

**MOTION: Ian made a motion to approve the agenda from 11/22/24. Yahir seconded. Motion Carried. 5 (yes), 0 (no), 1 (abstentions)**

**Minutes:**

**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. None.

II. Advisors:

a. Erin reported on the beginning supplemental funding budget of \$225,347 we have had requests of \$106,345.67 and the remaining amount that the committee has to recommend is \$119,001.

III. ASCWU:

a. None.

**Communications Received**

Robbi noted about a communication they received from Theatre/Film Studies, which is back on the docket today:

1. What is the expected number of students who will use the film equipment?  
We currently have 76 Film Majors and Minors and this quarter we have 20 (Directing) + 22 (Prod IV) + 20 (Prod 1) + 20 (Sound) using the gear who may not be Film Majors or minors. Class projects often include other students from campus, the Theatre Program, and sometimes community members as actors.
2. Who is allowed to check out film equipment?  
Primarily those enrolled in Film Courses (currently) or students who are working on films made with film students or members of the Film Club.
3. What number of estimates/known functional film equipment can be used?

Part of the problem we are looking to address is creating a definitive inventory of the equipment that has not been well tracked over the last few years. Right now the inventory spreadsheet has 2373 lines in it right now, indicating 90 broken items and 394 lost or missing items leaving approximately 84% of the recorded inventory functional. The large tasks ahead are; 1. we need labor to confirm the inventory and 2. we need labor to continue the upkeep of the inventory.

4. Is there funding to fix broken/damaged film Tech?  
Yes, there is an equipment/maintenance budget from class fees. The current total is currently about \$7000 and is continuing to be collected. Film program fees are also used for repair/replacement and upgrades of equipment. Students are responsible for the cost of loss or repairs that exceed regular wear and tear.
5. Where has the funding for previous positions come from? (if there is any known trail of information to follow)  
AY 22 an unknown amount of funding came from the CAH Dean's office while the Program was under that office's care.  
AY 23 The Film Program was technically in the Art+Design department, it is unknown where the funding came from.  
AY 24 the funding came from the Theatre Arts S&A allocation resulting in an overrun of that budget.
6. To clarify, are the 80 estimated students using the Equipment Checkout Center individually, or does this number also include people involved in the filming process? In other words, is it 80 individual students, or does this count also include group members or classmates working on the same projects?  
80 film students use the ECC this quarter. Each uses the resources 2 to 5 times over the course of the quarter, depending on the class and on the project. Film projects are done individually and also in groups (with our groups, for example, a group of 3 students will rotate rolls on 3 projects, so each gets a chance to direct, to be the cinematographer, to be the sound person etc.) Often these projects seek actors who are students outside of the film program.
7. If they contract more people, they will need more money to train them?  
No. The training is built into this labor estimate.

### **Public Comment**

- A. Erin thanked everyone for their effort and wishes everyone a happy weekend next week.
- B. Justin shared that tomorrow there will be an event for missing indigenous people and then a coastal jam and remembrance in the SURC ballrooms (11/18 at 3PM).

### **New Business:**

- A. Supplemental Funding Request – Presentation
  - a. 2508: USHLI 2025 Conference - \$11,445.68  
Presented by Alexa Silva and Luis Mogollan
    - i. This stands for United States Hispanic Leadership Internship. This is a 3 day leadership conference held in Chicago, Illinois from Feb 13<sup>th</sup> to 16<sup>th</sup>.
      1. This fulfills the promises and principles of democracy and empowers the Hispanic community and similarly marginalized groups by promoting education, leadership development, research, and civic engagement.
      2. Allows students to make connections on campus and through their Northwest delegation that communicates through all the schools.
    - ii. The relationship between USHLI and CWU is not new. They have been doing this for 9 years and been taking students 20 + each trip.
      1. Besides from COVID
    - iii. The experience has resulted in networking with peers, workshops, confidence boosts, learning from experts, connecting, making mentors, exploring a new location, and job opportunities.

- iv. Alexa went to USHLI when she was a freshman. She was one of 11 people selected. This has allowed her to grow as a leader, overcome her fears, and make a difference at Central.
  - 1. Being a first-generation student, USHLI was the first to teach her the value of networking and understanding the business world.
  - 2. Since then she brought back by leading two big Latino organizations at Central throughout her sophomore/junior year: ALPFA (Association of Latine Professionals for America) and LSO (Latinx Student Organization).
  - 3. She also founded the first folklorico Dance group in Central.
  - 4. She's very involved in Student government and would not have had the courage if not for USHLI pushing her limits.
- v. This can be different for each student that attends. Luis has been able to try enjoyable food through CWU funding, really experience USHLI, and travel across country, which he never got to do before.
  - 1. The workshops got him to highlight his potential, featuring relatable presenters who had similar background to him. He struggled with Imposter Syndrome then returned to campus. He was very motivated and was able to score an internship.
- vi. This impacts students at central.
  - 1. Every student that has attended USHLI has graduated
  - 2. Leads to leadership roles cross campus
  - 3. Professional development opportunities
  - 4. Casa Central Living Learning Community 2024-2025
  - 5. Annual Source Presentation
- vii. Timeline shows that in November they are presenting to S&A to get lodging and accommodations.
  - 1. In December the application forms are sent to Latinx and Hispanic students at CWU.
  - 2. There's a board that screens the applicants.
  - 3. January their travel and lodging will be finalized. There will be multiple meetings for the conference involving community building and professional development.
  - 4. February they will attend the conference.
  - 5. In May they will give a Presentation highlighting their experience.
- viii. This S&A Funding Support request for is for USHLI 2025.
  - 1. They would like to take 25 students and 4 professional staff.
    - a. CAMP and TRIO will fund 15 students and 2 staff.
    - b. They just need funding for remaining 10 students and 1 staff.
  - 2. CAMP and TRIO contribute 60% for what is needed, which is \$22,790
  - 3. They received additional funding from the David Wain Coon Leadership Endowment
  - 4. Today they are asking for \$11,445.68 in S&A funds
- ix. The breakdown shows a pie chart:
  - 60% - CAMP/TRIO (\$22,790.99)

10% - Endowment Funds (\$3,954.52)

30% - S&A Funds (\$11,445.68)

x. Questions/Comments

1. Eli noted that last year they gave a SOURCE presentation. Does that mean they got funding from source last year?
  - a. No, they did not.
2. Eli referred to the number of students that they are requesting for.
3. Robbi asked them to explain how the screening committee selects students and what the requirements are and asks when they return.
  - a. The application asks if they have any leadership experience and how they'd apply what they will learn to campus. There is a GPA requirement. This is an outside committee.
  - b. There's a screening committee that follows a rubric. They review questions and rate them then come up with the top students based on the evaluation of who can attend. They offer the top students to fill that slot before moving down the rankings.
  - c. CAMP and TRIO are doing a similar process as they have a screening process as well. They also follow the rubric. There are 15 students in TRIO and the 10 students are general CWU students.
  - d. They come back and talk about their experiences by presenting to the BOT and the foundation board. This is on how the experience has helped them grow.
  - e. Someone was able to speak 1:1 with someone that gave a lot of funds. They explained how USHLI impacts them and allows them to advocate for their community.
4. Ian asked if they are talking to anyone else about more funding
  - a. No, this is all the funding they were able to secure.
5. Nick V asked if CAMP and TRIO will be sharing these experiences ask well.
  - a. Yes. Last year they had the opportunity to take 25 students and they have an opportunity to take students this year too.
6. Erin asked about why this is an S&A request when they did not request last year? Did they lose funding?
  - a. USLHI never had a true home so it followed the leaders of it (Manuel Rodriguez and Verónica Gómez-Vilchis). Now it is housed in SLICE in hopes that different Vice Presidents can fund it. Their funds are getting tired, and S&A used to fund all of the students and the staff before COVID. Now it is part of the SLICE Leadership program.
7. Eli asked how many students went last year?
  - a. 25 and they are unsure on the professional staff number.
    - i. Professional staff work as chaperones and mentors. They are the main source of contact for the students to look up to and connect with when they return to campus.

8. Eli asked if they could get funding from SOURCE.
  - a. The David Wain Coon Leadership Endowment is a funding SOURCE SLICE gets every year.
    - i. SLICE will be covering the other professional staff, which is Tommy.
9. Nick V asked if the structure to present will be the same as previous years.
  - a. Yes.
  - b. It may vary because they presented last year per President Wohlpart's and Paul Elstone's request. Each year it is depends on who funds and what is requested/needed for presenting. Last year they also presented to the BOT (Board of Trustees). They have to report back to the people that fund them on how it impacts them
10. Vero clarified that due to liability and risk from the past they require professional staff, so they have to ask for them to be present. Not all faculty staff have funds, and this trip is a huge responsibility. It makes sense for them to provide that support to make sure the students are safe and supervised.
11. Alexa noted that when she went her first time, she felt comfortable and mores secure being with the group and staff in a big city.
12. Vero noted that half of the staff will get through TSA first and the other half will make sure students get through TSA safely.
13. Eli asked what's the difference between 25 students and 15? What's the difference in impact?
  - a. Luis noted that there is a constraint since those that are fully funded are CAMP and TRIO. The 10 students they are funding for opens it up to the whole school not just those that are in CAMP or TRIO.
  - b. Tommy added that they were able to bring a student from the Yakima campus. This student was one of the students that presented to the BOT. It was that student's senior year and was her last opportunity to experience something impactful like this.
14. Eli asked the percentage that are not on the Ellensburg campus.
  - a. Majority are from the main campus and last year there were funds from SOURCE to expand and invite students from the centers. This (2024) was the first year they offered the invite to a Yakima center student.
  - b. This time they will be able to invite other center students.
15. Nick V asked about the presentation. Was it a testimonial or quantitative data?
  - a. It was testimonial but the retention involved data.

**MOTION: Ian made a motion to recess for 2 minutes. Nick V seconded the motion. 5 (yes), 0 (no), 1 (abstentions)**

## Old Business

### A. Supplemental Funding Request – Deliberation and Decision

- a. 2504: Theatre/Film Studies - \$10,008
  - i. Eli asked for supplemental funds tracking sheet
    1. Erin explained that the committee approved \$106,000 and there is a \$119,000 to recommend.
  - ii. Ian is curious if someone signs for the equipment if it's lost.
  - iii. Eli requested the document to be pulled up to see what their budget would be like if they did approve it. He noted that Nick M brought up a good point about it. That did answer that question.
  - iv. Yahir says looking at the student population numbers it would be 80 film students that use the ECC. He thinks it's important to have funding for this. They may need readjustment based on what they have left.
  - v. Ian is in favor of maybe partially fund it for maybe one more person.

**MOTION: Ian made a motion to approve, or deny. Or backdate this supplemental funding request. Yahir seconded the motion.**

- vi. Ian thinks that they could partially fund it for 1 more person.
- vii. Nick V noted that another part of the request is to identify inventory. Partially funding it will help them identify what they can and can't dish out.
  1. Ian agrees.
- viii. Nick M asked how many hours the 1 student is already working.
  1. Nick V is not sure but knows the additional funding is 20 hours.
  2. Yahir thinks that the person is doing it is not doing it for money but just out of need.
- ix. Eli noted that if they choose to partially fund the request to have them share if it was beneficial or not. He thinks it good for those that receive S&A funding to share experiences and lets them all know and how it impacts students on a more quantitative level.
  1. Ian thinks this is a good point.
- x. Yahir asked what a partial amount would look like? If it's \$10K for 20 hours, do they split down the middle for 10 hours a week instead.
- xi. Nick V notes that given their breakdown that they don't know if they calculated for this year. If it was only for Winter Quarter, would it only be for 400 hours? They could break down the result by approving a little less than the full hours.
- xii. Nick M noted that if 200 hours was for this quarter that would make it about 400 hours for Winter and Spring quarter.
  1. He thinks if they did give them supplemental funding for 1 student for 10 hours a week he'd be more comfortable with that. They have limited funds and doesn't want to give the money out too quickly. Clearly, they need the resources. 2-3 students seems like too much for the amount of students this will help.
  2. Ian agrees.
- xiii. Eli clarified that they are not approving the full amount but a third of it.

**MOTION: Ian made a motion to amend the motion to approve/deny the supplemental funding request to partially fund 1/3 of their request, which is \$3,336. Yahir Seconded the motion. 5 (yes), 0 (no), 1 (abstentions)**

**MOTION: Ian made a motion to partially fund 1/3 of their funding request to be at \$3,336. Yahir Seconded the motion. 5 (yes), 0 (no), 1 (abstentions)**

**MOTION: Ian made a motion to extend the meeting past 4:30PM Yahir seconds. 5 (yes), 0 (no), 1 (abstentions)**

b. 2506: ASCWU Senate - \$23,329

i. Nick V noted that he will abstaining from the conversation and the vote due to a conflict of interest.

**MOTION: Ian made a motion to approve the supplemental funding request. Yahir Seconded the motion. 5 (yes), 0 (no), 2 (abstentions)**

ii. Ian wonders if they could trim this from some things such as the uniform. It's cool to have that but wonders if it can be done at a little less. \$250 is for events (\$250 per senator), maybe it could be \$150 instead of \$250.

iii. Eli noted that Erin noted that this was a correction.

1. Erin noted that the wage piece was a correction because when they did their base funding, they forgot to include their open positions for the senators. Now they have a full staff of senators.

2. Erin noted that for the programming piece. Her understanding is that each senator is required to have an event and it's in their constitution, which they don't have flexibility for.

3. The \$3,500 for programming that they have is a cushion so if they need additional funding, she would leave that to the committee's discretion as they are planning to use that to their big event. If they need additional funding, they would need that for their big event.

4. The \$2,500 is needed in their room to rent. When talking about senate positions that it is a good idea to think about the visibility. They tend to have a large group of people.

iv. Nick M noted a good spot would be to cut general programming. This is because they could come to S&A for supplemental funding if needed for that and then they could know how they are spending that money.

1. He personally does not seem much of a need for the \$2,000 for uniform.

v. Eli asked Nick V to clarify if the meetings in the SURC pit cost money .

1. Nick V noted yes it does cost money to use the space.

2. Robbi clarified that the cost comes from setting up and tearing down the equipment.

vi. Ian thinks that they made good points about the uniforms. There are 15 people on the senate.

vii. Ian wondered about how much they should reduce the \$3,500 general programming by if they are wanting to reduce.

1. Someone noted that they could reduce it to \$1,000.

- viii. Erin noted that when they approve a supplemental funding request, if they come back for the \$3,5000. They approve it and it goes to the CFO. They don't move the funding and the responsibility would fall on them to go forward with the request. We just move the charges. So, yes we would fund it and they could spend it as immediately as the CFO approval comes down it would be on a reimbursement basis
- ix. Someone wonders what the one major event per year would be.
  - 1. Mia recalls per the minutes that the funds for general programming was for their Sweezy day event.
- x. Nick M thinks that if they got rid of the \$3,500 for general programming that they could submit a request for more funding further down the line. This would expand on what the funds would specifically contribute to.
  - 1. Nick V added that it would be used specifically for Sweezy Day which won't be moving out of the ASCWU department but in conjunction with the other departments to decrease the costs.

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

**MOTION: Ian made a motion to suspend the rules and revisit the item and partially approve the supplemental request. The motion was seconded. 4 (yes), 0 (no), 2 (abstentions)**

**MOTION: Ian made a motion to reduce the allocation for general programming in their request to only \$1,000 and approve the rest of the supplemental funding request. This would be \$20,829. Yahir Seconded the motion.**

- xi. Yahir thinks they may need more to put on that big of an event (Sweezy Day).

**4 (yes), 0 (no), 2 (abstentions)**

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

**MOTION: Nick M made a motion to approve the supplemental funding request. Yahir Seconded the motion. 4 (yes), 0 (no), 2 (abstentions)**

### **Public Comment – Second Call**

- A. Robbi noted that they will not be having an S&A meeting next
- B. Mia noted that there is going to be play this weekend called *John Proctor is the Villain*. The observer wrote an interesting article about that she recommends people read if they are on the fence about deciding if they should see it. She knows that their opening night is tonight and the first 16 students will get a free ticket, so she encourages the group to attend.
- C. Eli appreciates the S&A meeting to discuss things and have
- D. Vero gave feedback and would appreciate if they could speak a little bit louder. She has trouble hearing.
- E. Robbi asked Nick V if he know if the BOD was going to review the submissions for committees and nominate
  - a. Eli added that he could reach out to his connections on campus
  - b. Nick V added that he had reached out to campus partners about nominating students for the committee

- F. Hondo apologizes for not being here and appreciates receiving the funding they were able to receive.

**Adjournment:**

**MOTION: Ian made a motion to adjourn the meeting at 4:52PM. Nick M seconded the motion. 5 (yes), 0 (no), 1 (abstentions)**

**Our next meeting will be December 6, 2024 (SURC 301) at 3:30pm.**

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