

Services and Activities Committee
Meeting Minutes
December 5, 2025

Called to order:

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

Attendance:

Erin Sargent, Mia Young, Robbi Goninan, Aeros Spangenberg, Alex Cordon, Alex Matheson, Heru Sullivan, Shangyue Zhu, Trent Bucy, Austin Baird

Absent: Rachel Haley, Raina Varma-Kulkarni, Alex Cordon

Guests: Ruben Cardenas, Cherie Wilson, Ryan Jack, Sam Williams, Joe Bach, Hondo, Alexa Silva, Cynthia Douglas, Aurellia-Chaplain, Able Roduarte, Lola Gallagher, Emilio Gonzalez, Millie Tinoisamoa, Michelle Hill, Joseph Pearsons, Sara Williams, Ka Sullivan

Agenda:

MOTION: Heru made a motion to approve the agenda from 12/5/25. Aeros seconded. Motion Carried. 4 (yes), 0 (no), 3 (abstentions)

Minutes:

MOTION: Heru made a motion to approve the minutes from 11/8/25 with the addendum to match the corrected information to match what is reflected on the S&A website. Aeros seconded. Motion Carried. 4 (yes), 0 (no), 3 (abstentions)

Reports

I. Chair:

a. None.

II. Advisors:

- a. All of the recommendations made at the last meeting were approved.
 - i. The expenses that go to those areas will be on a reimbursement basis
- b. We will need to extend today's meeting for 1 hour to get through the new business.
- c. Reminder of what supplemental means and priorities.
 - i. They will also need to listen to requests and decide whether or not to spend into reserves.
 - ii. They will hear everybody's supplemental requests then wait to vote on them next week. There's going to be further discussion on what that means
 - iii. 2 of the requests
- d. Spending into the reserves process.

- i. 2 of the requests are going to be going over \$25K, so they can make a recommendation, which will go to Joel Klucking (CFO). However, those requests have to go to the BOT, who do not meet until February
 1. Event they recommend to spend into reserves, that is not a decision they get to make. They can only recommend
 2. BOT has to decide because
 - A. Traditionally reserves are spent for capital projects. The second one would be out debt coverage ratio, which could be affected by spending into reserves.

III. ASCWU:

- a. None.

Communications Received

None.

Public Comment

- Erin wished them all luck on their finals. And, to all the students in the audience good luck to you and I hope that you have a good winter break.
- Hondo commented that they will likely go over the presentation limit due to new presenters that have never presented to S&A before.

MOTION: Heru made a motion to extend the meeting by 1 hour to 5PM. Aeros seconded. Motion Carried. 4 (yes), 0 (no), 3 (abstentions)

New Business:

Supplemental Requests

- A. 2608-Student Union Operations (SURC)

Presented by Cherie Wilson

 - a. Lighting History
 - i. SURC built in 2006.
 - ii. 20 years later – Failures emerging.
 - iii. Outdated fixtures, ballast failures, unavailable parts.
 1. They no longer make some of the parts that they need
 - iv. In 2021 – Electrical panel upgrades (Phase 1), costing \$1.2 M.
 1. They put off Phase 2 due to funding constraints
 2. Phase 1 was essential to keeping the lights on
 - v. Smart controls = energy savings.
 1. Upgrading Lighting in the gym was more efficient – LED
 2. Smart controls lets them dim the lights as needed
 - b. Space Usage
 - i. Last year, the Theatre was reserved over 152 times.
 - c. How is space used?
 - i. Movies
 - ii. Workshops
 - iii. Guest Speakers

- iv. Events (Comedians, Magic Shows)
- v. Meetings
- vi. Awards Ceremonies
- d. Who uses the space?
 - i. Student Clubs & ESC Groups
 - ii. Departments
 - iii. Orientation/Visitation
 - iv. Conference Center – summertime guests
 - v. Off-Campus Groups
- e. Theatre Lighting
 - i. The Theatre’s current lighting system is no longer sustainable due to parts availability. As fixtures fail, replacements are not possible, leaving the space increasingly compromised.
 - 1. As lights go out, they aren’t able to repair them so it gets darker and darker in that space
- f. Theatre Lighting Proposal
 - i. To address this, we propose a full upgrade of the lighting system to modern LED fixtures at a cost of **\$266,545**.
- g. This investment will:
 - i. Ensure reliable lighting by eliminating issues such as flickering.
 - 1. The ballroom does the same thing, which is due to identical lighting problems
 - ii. Reduce long-term costs through efficient LED technology.
 - iii. Provide a sustainable solution with readily available parts.
 - iv. Enhance the overall experience for events and audiences.
 - v. Provide educational opportunities for our student media technicians.
- h. Questions? Comments
 - i. How many of the 152 uses last year were student uses vs off-campus groups?
 - 1. They aren’t sure, but it’s typically departments that use it the most followed by student groups, conferences, etc.
 - ii. Is this to replace all of the lights?
 - 1. All of the lights and stage lighting but an excel document that was sent to the Committee highlights all of that
 - iii. The chair noted that this does meet the capital expense mark, so this request can go into reserves.
 - iv. The SURC is for the students and built by the students. Despite that are there any alternative sources of money that the SURC team has or is it purely from S&A?
 - 1. They receive S&A Funding, SUB (Student Union Building) Fee, and Rec fee. Because the space is the Student Union portion of the building it falls on SUB fee revenue.
 - v. What is the SUB Fee revenue?
 - 1. \$3.5 million in reserves, which sounds like a lot but their first phase cost \$1.2 million and it came out of the SUB fee.
 - vi. Is the theater lighting part of phase 2?

1. Phase 2 would have completed the building at \$2.2 million, which is money they don't have right now. They are requesting the theatre because they are experiencing the most issues with it and it is a piece of phase 2
- vii. If fully funded how long will it be before continuing to complete phase 2 is necessary?
 1. It is difficult to say until they receive the fixtures that they need to repair. Some of the wagon wheel lights, they are having issues with right now. Additionally the ballroom has experienced quite a bit of flickering right now, but they are trying to get some of the parts and not all of the parts.
 2. They are trying to decide what's the most important right now to keep the lights on and to keep the area as a usable space for their students. The theatre is at the top of that list.
- viii. Given that this is capital expense. This would have to get approved by the BOT, which does not meet until February? If approved by S&A when would they begin to start this project?
 1. They would not begin this project until they find out if they have the funding to do it
- ix. How long would this project take?
 1. 2 weeks
- x. How critical is it that the lighting project in the theater happens?
 1. Very critical. As they start to lose lights, they are not going to be able to replace them. At a certain level they won't be able to turn on the lights in that space.

B. 2609-ECLC

Presented by Michelle Hill

- i. They are requesting funds for their flooring
- ii. Where are we located?
 1. Early Childhood Learning Center is located at Brooklane Village (just passed the challenge course of 18thstreet)
 - a. Their Afterschool program is located in Michaelsen Hall Room 109.
 2. We were established in 1983 and formerly known as the UDC, University Daycare.
 3. They serve ages 2-5 in Suite 101 in Brooklane Village. We serve ages 5-12 in Michaelsen Hall in Room 109 which is our school age room. School age is after school during school year (3:00-5:30 pm)and in the summer open all day long (7:30-5:30 pm).
 4. As of 2005 we serve ages 4 weeks-36 months and are located in Suite 102 in Brooklane Village and are called the Rainbow Room.
- iii. What does ECLC offer to Student, Faculty/Staff Parents?
 1. We offer early learning child care to Student, and Faculty/Staff parents and use Creative Curriculum.
 2. We are proud to offer quality early learning care on a campus setting where children learn through play.
- iv. What will we use for the supplemental funding for?

1. We are asking to upgrade our flooring.
 - a. They have had the same flooring for the last 30 years. It is commercial carpet over concrete with no padding. It is considered the end of life for the carpet.
 2. We would put vinyl plank flooring in the classrooms, reception and hallway only.
 - a. This will provide more padding, durability and meet licensing and health standards.
 - b. Flooring crew from FMD says this carpet is unable to be cleaned anymore due to how thin it is and tearing when they run their machines over it.
 3. Per the WAC 300-0241 installed carpets must be cleaned by a carpet machine every quarter (once every six months) or when visible dirt or stains are present.
 - a. Minimize the exposure of children in care to pathogens and allergens. This is another reason to get vinyl flooring as it is easy to maintain and clean and offers cushion for adult and child's feet and for the busy traffic use in our day to day.
 4. In closing we would like to remove the commercial carpet in the certain areas and replace with vinyl plank flooring.
 - a. office, reception, hallway and the three classrooms
 5. Thank you very much for your time.
- v. Questions? Comments
1. How time sensitive is the changing of the carpet? They mentioned health standards of the ECLC. If this isn't done within a certain time, how time sensitive is that?
 - a. They would love to have it done this year because it has been needing to get done for quite some time. Summertime is the only time they are closed off for break, but it would have to get done in phases
 - b. If they were not able to get funding, they would have to do it in phases where they would just do the classroom only. The reception and office areas would be the second phase. It is imperative for this year.
 - c. Time do it would be summertime only because it's the biggest block that they are closed for facilities to get in there to move furniture and put the plank down.
 2. Is this a preschool?
 - a. Yes, and childcare
 3. It serves the community of the school
 4. Do they receive any outside funding? Do they also take of people outside the community? Or, is this dedicated to this school?
 - a. They prioritize student parents that are enrolled (6 credits) then faculty/staff parents if there's room. After exhausting the list then they will go to alumni.
 5. What funding options do they have for this flooring if any aside from this committee?

- a. S&A is where they get funding and income contracts from parents is there only other revenue.
- 6. Is it possible to do a portion of the flooring and only do the classrooms? What's the cost for that?
 - a. They could break it down and see what it looks like to just phase the classrooms. But, yes it is possible
- 7. Is any of this going to be paid for by the other funding they receive from service charges?
 - a. No
- 8. They can get quotes for costs for each of their classrooms: red room, yellow room, and blue room.
- 9. Joseph Pearson noted that they receive 2 sources of income for the ECLC. That comes from S&A and the revenue that they charge parents for using facilities.
 - a. Student parents get a discount, but faculty/staff parents pay the full rate
 - b. Last S&A funding they receive a \$265K reduction in S&A support and are running at a deficit. There's \$0 for anything other than paying salaries for ECLC this fiscal year. They have a plan that will show in their base funding request and fiscal year 27. They will be changing how they are doing things to show they are covering their costs
 - c. They have nothing to squeeze out because it is dry.
- 10. Do they have a breakdown of student, staff, an alumni as of right now?
 - a. Student staff in practicums as well as student parents.
 - b. 14 student parents for Fall 25
 - i. Winter 26, they have more students
 - c. 25 faculty/staff for Fall 25
 - d. 2 alumni for Fall 25
- 11. Joseph Pearson noted that it varies because it is based on need. It really depends on what the student population is and if they have children and need childcare. They ensure that students are always first due to the S&A support they receive
 - a. Faculty / staff must wait until they exhaust the student list as well.
- 12. Fall is hard because TK (transitional kindergarten) has done a number on childcare numbers in town. They are taking children before kindergarten, which wipes out their classroom.
 - a. Other centers in town loose about 3/4s of their oldest age in their classroom. TK is free and they take siblings so they come in and take the sibling and lose numbers there, so Fall does not look best when they look back on numbers.
- 13. How many children can they serve total?
 - a. 54 school age kids. This does not include the school age program.

C. 2610-Pulse Supplemental request

Presented by Dr. Jennifer Greene

- a. The previous supplemental request was just for fall quarter to cover printing cost
 - i. They split their requests for winter and fall because they know that funds are limited.
 - ii. They acknowledge that there are a lot of deserving requests, and they appreciate that the S&A Committee continue to see value in funding PULSE.
- b. Entertainment/Lifestyle Magazine
 - i. By the students, for the students
 1. One of 3 organizations on campus
 - ii. Housed in the Department of Communication
 - iii. Traditionally published once per quarter
 - iv. This fall they are printing 60 pages as opposed to 80 in order to save costs
 - v. COM 446
 - vi. EIC(s), editors, writers, photographers, designers
 1. Attracts students from a variety of majors
 2. Multifaceted publication allows practical experience in multiple disciplines
 3. Run entirely by students
 - vii. We print 1,000 copies per quarter
 1. We rarely have copies left over
 2. Evergreen
- c. The Request – Wages
 - i. Fall request was less expensive because they did not ask for salaries to be covered
 - ii. Their supplemental request from Spring was to only cover Fall salaries but it only covered through October
 1. Students that do leadership positions, which require work beyond the credit hours, agreed to no longer take salaries after November 1st
 - iii. Typically, the split 24 hours between 3 main positions. Depending on staff and other jobs those students have, they will split those hours.
 1. EIC: 8 hours
 2. Leader Designer: 8 hours
 3. Photographer: 8 hours
 - a. At the start of this quarter, the lead designer was splitting her salary with another designer. Lead photographer was not taking a salary.
 - b. With editorial, they try to give some hours to their assistant and associate editors as well.
- d. The Request – Operating Costs
 - i. Bulk of their proposal is for printing
 1. Prints 1,000 copies and least amount of papers that they are able to print
 2. They also shrunk their magazine from 84 pages to 60
 - ii. They are doing a digital/online magazine with exclusive online content

1. Historically, when they were fully online they were significantly lower
- iii. The total operating costs include subscriptions and off-campus printing
- e. Request Total: \$8,638.28 – covers printing, subscriptions, and pays students
 - i. Pays for students work outside of course credit hours
 - ii. Not printing loses readers and lowers the possibility of obtaining advertising revenue
 - iii. Printing the Magazine
 1. Increase the chance of ads
 - a. Meaning more revenue for PULSE
 - b. They had Business students help receive advertising for the Week of Welcome Issue, which from Observer & PULSE
 - i. Will have them help in the Winter
 - c. Covers other costs
 - iv. Newsletter at cwuobserver.com subscribes readers to the Tuesday Observer Newsletter and/or their Thursday student media newsletter
 1. Revenue from the banner ads are split between PULSE and the Observer
 2. Banner ads have sold both day every week for almost the entirety of the quarter
 3. They are finding that the Newsletter is helping drive traffic to the PULSE and the Observer websites
 - a. They have been trying to increase their independent revenue
 - b. Novembers Veteran’s Day story lead to 500 people clicking on that story based on a newsletter promotion
 - v. Continue to archive our work online
- f. Why Print?
 - i. Readership
 1. Digital only in the past
 - a. Less readership
 2. Printing is still worth while and readership and ad revenues would not have the same potential if they were only online
 - ii. 1000 to 0 copies
 1. Print 1000 copies
 - a. Rarely we have any left over
 - iii. Evergreen content – Pick it up years later!
 1. IE Veteran’s Day article
 - iv. National Awards
 1. Elements like design would be less noteworthy if they were to shift back to not having a print copy
 2. Awards brings bring notary to CWU
 - a. This could serve as a recruitment tool
- g. “We hope the committee will value PULSE’s unique role in the campus community, its national profile and its ongoing **service to the students.**”
- h. Questions? Comments
 - i. None.

D. 2611-ASCWU: 3:45

Presented by Hondo, Alexa Silva, Cynthia, Jayda Eurillio

- i. Post the submission of their request, they restructured their budgetary stuff
 1. This contradicts their slides, so they brought an in-person handout
 - ii. They are asking for grace in time due to inexperience in presenting
- b. Spring of 25
- i. Spring they begun transitions to the next BOD
 1. As they began their process to ready for the summer and to wrap up the academic year.
 - ii. Spring they requested funding to allow the BOD to work an additional 10 hours during the summer
 1. Max of 20 hours a week instead of the normal 10.
 2. This was granted with 5 new board members and 1 returning
- c. **Summer accomplishments**
- i. Constitution ratified by the Board of Trustees
 - ii. Attended all summer orientation with a majority of their staff being hired after meeting them at Orientation. This was about 6 people
 - iii. Filled all remaining 9 seats on the Senate.
 - iv. Planned and executed a week long training with all the staff and multiple campus partners.
 - v. Held multiple trainings with the Board of Directors and worked to onboard the new advisor, Emilio
 - vi. Met with university counterparts
 - vii. Held close to 30 interviews for staff and hired a new team of student leaders to join their office
 - viii. Hosted the WSA Vote Summit Conference on campus.
- d. **Who has requested ASCWU's help/collaborated with in Fall?**
- i. Board of Trustees, Ellensburg Downtown Association, City Council, CWU Executive Leadership team, SLICE, Campus Activities, ESC, Auxiliaries, Faculty Senate, Provost Office, Dining Services, Washington Bus, Washington Student Association, and Sustainability
 1. A lot of areas want their support and this list keeps on growing
- e. **Fall accomplishments**
- i. **Redesigned** their office to create a more student friendly and open environment that is **ADA compliant**
 - ii. **Hosted/Assisted** in numerous events
 - iii. Created a **new proxy system** to ensure student government can maintain business
 - iv. Attended the **WSA conference** in Pullman
 - v. Reactivated our **advisory boards** and made Wellington more accessible
 - vi. Connected with the **student body** more.
 - vii. Created new **governing documents** system
 1. Fall was for adjustment to get the staff and BOD know their roles and each other. In winter they will be focusing on outreach

- f. **What events have we worked/will work?**
1. They work with Senate, ESC, and previously listed partners.
They have a lot of events that they are going to
 - ii. WSA Vote Summit Conference (**Summer**), Orientation (**Summer**), Sporting Events with Wellington (**Fall**), ASCWU Open House (**September**), Movers and Shakers (**September**), ESC Block Party (**September**), Rocky Horror Picture Show (**October**), Preview Day (**October**), Dia De Los Muertos (**October**), Second Harvest (**October**)
 - iii. Board of Trustees Lunch (**October**), ASCWU Tabling (**October**), WSA General Assembly Conference (**November**), Student Engagement Hub (**November**), Friendsgiving (**November**), Late Night Breakfast (**December**), Committee Days (**December**), ELT Lunch (**December**)
 - iv. Lip Sync Battle (**Winter Q.**), Preview Day (**Winter Q.**), Winter Ball (**Winter Q.**), Lobby Day (**Winter Q.**), Sweevey Day (**Spring Q.**), ESC Signature Events (**Spring Q.**), and Any events requested (**Winter and Spring Q.**)
- g. **How have they used their current budget?**
- i. Purchased **new uniforms for our Senators**
 1. Nametags, 11 padfolios, name sliders
 - ii. Spent portion of our programming budget to **hire a third event staff** for the President's office.
 - iii. Covered the **Senate and BOD meetings** in the SURC Pit for the academic year.
 - iv. Purchased **new uniforms for staff**
 1. shirts, nametags
 - v. Supporting **finals week** goody bags
 1. They were not able to do it for fall but plan to for winter and spring
 - vi. Supporting the **ESC Lip Sync Battle**
 - vii. Hired a **full team** to support the Board of Directors
 - viii. Worked with Publicity to help student government **be advertised more**
 - ix. **Maximize the use of ASCWU budget** as to not have to return it to S&A
- h. **Budget Expenses**
- i. For the BOD
 1. 8 staff shirts
 2. 1 nameplate holder
 3. 8 name tags
 4. 11 padfolios
 5. Total: \$1,287.74
 - a. 86% of their budget
 - ii. Senate, which is a separate budget
 1. 11 Senate Polos
 2. 17 Name tags
 3. 15 Senator Name Plates
 4. 2 Staff Shirts
 5. \$1,457.49
 - a. 97% of their budget

- iii. This is from past VP, and is separate from S&A
- i. **Total Allocation Request: \$23,228-\$23,754**
 - i. Reallocate parts of a budget from one office to another
 - ii. Staff hour reimbursement
 - iii. Expanded staff hours for 5 BOD departments
 - 1. The 6th area comes from a different funding source
- j. **Purpose of Request**
 - i. Increase staff hours across 5 of 6 Board of Directors Departments:
 - ii. Reimburse staff hours that were taken out of event budget: **\$2,165.80**
 - iii. ASCWU under its new BOD has made campus outreach a major priority in both student and department relationships.
 - 1. Show how effective student government can be and do their jobs even better.

Estimated Supplemental Request: \$23,228–\$23,754

*Variance here shows difference between current minimum wage and projected amount**

- k. **Cost Break Down**
 - i. Staff Reimbursement
 - 1. \$2,165.80
 - ii. Staff Hour Increases: Winter 25-Spring 26
 - 1. Estimated Staffing Cost: \$20,777-\$21,294
- l. **What will the reimbursement be used for?** 2 Primary uses
 - 1. They work together and saw an increase outreach in requests
 - 2. BOD allowed them to use their programming budget to hire Cynthia
 - ii. **(Primary)** Planning end of the year gala.
 - 1. **Recognizes students**
 - 2. Purchase awards and recognition awards/stoles for senators, board, members as well as staff.
 - 3. The final event of the year. Recognizing those who have dedicated endless hours to student government
 - iii. **(Secondary)** Use it as event support for any ASCWU departments that are short of funding/for events
 - 1. Smaller events in the quarter to connect with the student body more, in response to feedback of being disconnected
 - 2. They want to do more outreach

MOTION: Aeros made a motion to extend their presentation by 10 minutes. Heru seconded. Motion Carried. 4 (yes), 0 (no), 3 (abstentions)

- m. **Department Staff Hour Increases**
 - i. Their goal is to increase hours with respect to the minimum wage increase.
 - ii. Additional Hours
 - 1. President +10 hours
 - 2. EVP +15 hours
 - 3. Student Life & Facilities + 15 Hours
 - 4. Senate + 15 hours
 - 5. Governmental Affairs +5 Hours

- iii. Allows for more breathing room in the board because of readjustment in their leadership internally. The Board has been stretched very thing, but their team has been great about trying to help in and step in when they need and can.
 - 1. They could use a lot more freedom and a little more room to breathe especially going into the craziness of winter and the madness that is spring quarter
- n. **What will the extra hours be used for?**
 - i. **President's Office:**
 - 1. Finalize the archive project
 - a. Keeps track of records of past student government leaders and building a new way to organize governing documents.
 - i. Something they are actively working on
 - 2. Provide additional event support to provide more hours for their receptionist
 - a. Losing a receptionist at the end of winter quarter
 - 3. Responsible for creating new social media content (Instagram, TikTok)
 - a. Create more public outreach and connect with student body
 - 4. Photography to archive and showcase events
 - 5. Staff count: Keep one staff member at 10 hours, the other two to 20
 - ii. **Student Life & Facilities**
 - 1. More hours for event support
 - 2. Wellington appearances can become more frequent
 - 3. Provide staff support for events and support the Director of S.L.F
 - 4. Staff count: Two staff members that will go up to 10 hours
 - iii. **EVP's Office**
 - 1. Have additional hours to work with the President during the school year as needed
 - a. their BOD have been stretched thin
 - b. staff could use those hours to help BOD
 - 2. Assist in events where VP cannot attend due to mobility issues
 - 3. Staff Count: Two staff members at 10 hours
 - 4. Ensure high-quality and timely documentation required by law from ASCWU
- o. **Buddy System**
 - i. **What is the Buddy System?**
 - ii. This year, ASCWU decided to keep it's office open from 8-10, instead of 8-5.
 - 1. This was due to having a food recovery fridge in the office and wanted to ensure students had access to food until the building closed for the night.
 - 2. Events that we do in the evening that require the office to be accessed. In Spring, this is more prominent.

- iii. The Buddy system ensures that if they have someone on the receptionist desk, there is another student in the office to act as support for them.
 - 1. Protects staff and ensures no student is alone in case of an emergency.

p. **Reallocation**

- i. Cynthia is contracted through Fall quarter because they do not have the ability to stretch their programming any further. They would like to keep them on.
 - 1. They are hoping to re-allocate director of Govt affairs wages to the president's team, which would keep Cynthia on for the Winter & Spring Quarter
- ii. ASCWU would like to also request S&A's permission to reallocate \$7,700 dollars of wages from the Director of Governmental Affairs budget to the Board of Directors budget in wages.
 - 1. New DOGA stepped into the role recently leaving the director position vacant
 - 2. This does not take away from S&A but allows them to operate as is

q. **Rationale for Request: Why ASCWU Needs This Funding**

- i. Increasing student outreach and engagement
- ii. Higher event demand from departments and clubs
- iii. Ensuring staffing levels meet student needs
- iv. Supporting equitable and accessible services for all students
- v. Maintaining effective operations within the S&A–allocated budget

r. **ASCWU respectfully requests approval of \$23,228–\$23,754 as well as to reallocate funds to another office in supplemental S&A funding to ensure:**

- i. Stronger student representation
- ii. Improved event support
- iii. Sustainability of departmental operations
- iv. Provides support to the Board of Directors
- v. Continued service to the CWU student body

s. **Questions? Comments**

- i. They are asking for \$7700 to be moved from Legislative budget to the BOD's budget.
- ii. Are they are no longer asking for the staffing padfolios?
 - 1. The handout shows what's already purchased. They are only asking for an increase in staff hours and a reimbursement for programming that they used to hire Cynthia for the fall quarter.
 - a. They do not need S&A funds to purchase the items for the Senate. Their last VP budgeted things out for them, which has allowed them to maximize their budget.
 - 2. Staff reimbursement - \$2,165.80
 - a. Spent on hours for Cynthia from mid-September to the end of finals week. 10 hours per week.
 - 3. Staff Hour Increases - \$21,294
- iii. They apologize for the confusion from their slideshow PowerPoint.

- iv. What are padfolios?
 - 1. Leather cover thing that holds a notepad, which they use for writing notes. It's part of their uniforms.
 - 2. They are engraved with position titles then passed down to positions. 2 years ago, the senate speaker mistakenly put names on it instead of titles. Theirs will only have the title so they can pass these on to future senators.
 - 3. They are unsure of engraving prices at the time
- v. The Chair noted that they are the ASCWU EVP but as the Chair of the S&A Committee, their primary adjective is that the S&A Committee stays above board
- vi. The Chair noted that the budget for the Senate allocated by the previous Vice President, does come from S&A funds
- vii. The Chair asked if there is any kind of budgeting for less hours?
 - 1. Yes, they do have the numbers if S&A is unable to approve the fully requested staff hours.
 - a. They have an alternative that was not submitted but can get those figures and send them to the Committee
 - 2. They originally had 5 out of the 6 areas receiving additional 15 hours, so if they reduce the hours to 10 it would bring their total to a little over \$17K when they take the increase in minimum wage.
 - 3. They would also limit their supplemental funding requests to S&A
- viii. The chair noted that many of the supplemental funding requests have been for emergency need and things outside the scope/expectation. This seems like a supplemental request, requesting more. They have made a lot of justification, but supplemental in its foundation is made for emergency funding. How is this emergency funding?
 - 1. Although it's not an emergency, it was important for them to figure out what worked this quarter and what did not.
 - 2. With the constant shifts in positions and title and positions, it became very difficult for the board to figure out what they were doing and figure out how to fill in the gaps as needed.
 - 3. They had a brand new director that just stepped in 2 weeks before. Some of them just got back from a conference in the capital.
 - a. That was 2 weeks that they had to quickly turn around to try to train somebody new on top of trying to switch staff around to fill in the positions.
 - b. That stretched their board very thin to be able to fill in those gaps.
 - 4. While it is not a necessary purchase, it gives the ASCWU BOD a chance to have not so much weight on each board members because this quarter has been really tough on them.

5. It's not an emergency but it would help them alleviate some of the weight so they can go back to the original plan, which is to focus on campus outreach.
 - a. While they have done that in the events, it has fallen short in other areas. They acknowledge that it's nobody's fault but their own but they had to prioritize certain things at certain times. They want to try to get themselves back on track for the remainder of the academic year
- ix. During that time were they able to get an idea of how many extra hours they are putting in actually affected students? For example, their buddy system is going to require 2 students to be paid in order to extend it by 5 hours. This justification being that it leaves food available to more students in case they need it for those 5 hours. How many more students are we actually helping through that accumulation of those total 20 hours (from the 4 week time period)?
 1. Their food recovery plan this summer was to move it out of the office, but they were unable to do this. This was due to size and accessibility leading to them not finding an ideal location for it.
 2. Created the buddy system with the sole intent of safety
 - a. For example, members of the ESC orgs, not every member of those orgs have access to their office if that office door is locked. If there's not staff members there, or board members there then nobody can access the office.
 - b. That makes it difficult for students to run events and orgs. Events like Mabuhay and Dia de los Muertos, because the ESC's do not have access to their storage, ASCWU is acting as their storage unit.
 - i. This allows those teams to go through
 3. Hondo, works with the wildcat pantry on their deliveries that they make. They are not delivering more than 100-110 deliveries. They have not heard a single instance where they have leftovers.
 - a. Students are coming in and they are taking them. It does not matter if it's in the early afternoon or in the evening. They know that it is working, because it's emptying their fridge, which is one of the original purposes they intended.
- x. Do they have a specific amount of students that are served during those extra hours?
 1. They have not found a reasonable way to track that system. ESC has a separate space students come in and out of and they do not track who's coming in and out of those spaces.
 - a. They are trying to figure out who's interacting with them not only in their office but also externally.
 2. The buddy system is just a safety precaution.
 3. Since they cannot move the fridge, they are wanting to ensure that it is accessible to students.

4. They are still troubleshooting ways to track that
- xi. They specifically asking for figures for those extra hours.
 1. Their hours would be for events and getting them out and more focused on the community rather than internalized in the office. Except for the buddy system in the evenings which is a safety thing and food accessibility for students.
 - xii. They are asking for funding for winter and spring. Is it appropriate to ask for spring funding right now since they don't know what that's going to look like right now?
 1. Based on the conversations that they have with senators they have, they have 4 ESC celebrations that are happening right now. 2 of them are happening through Polyfest and Equal. There are actively 13 senators, 3 of them are doing events during winter quarter, so 10 of them are going to be doing events in Spring Quarter. That does not include the 2 senator positions that are also going to be doing events. That also includes Mariners night, Sweezy Day, and the elections. They know based on the calendars from previous years what is coming. They have also been working actively with campus activities, which has been exceptionally active in winter. They have already been building their staff teams and their calendars to ready themselves to be able to get ready for those kinds of events.
 2. Yes, because they are prepared to stay on top of everything.
 - xiii. Last year's allocation for just senate was \$65,796. They are coming in asking for supplemental for almost a third of what they've been allocated. Per the chair's point, supplemental is for emergency funds. Has the ASCWU area already expended their budget? Is that why they're seeking supplemental?
 1. They have stretched as much as they can. In senate, they have used almost all of what has been allocated for uniforms and nametags which are part of their dress code. The senate has expended 96% of their budget on that. They can only work on what they have allocated. They are not asking for senate hours, it's just staff hours so that they can give them more freedom. They've already split that kind of funding for staff.
 - xiv. The Chair clarified that the senate's budget is primarily the salaries allotted to senators in addition to the operational funding such as the \$1,500 used for uniforms and such. The exact majority of it around 55K for the senators for 5 hours a week.
 - xv. Are they planning their events or are they going to their events? Is *presence* them being there, help planning the events, help staffing the events, or is it just them there to be a friendly face?
 1. Events like vote summit conference, they were the hosts for that. They helped organize it, then helped bring students here from the WSA campuses (Western, UW-Bothell, UW-

Tacoma). You name it, they were most likely there at the Vote Summit Conference

2. They helped organize that orientation. They were not the organizers, but they were there to help tabling, and actively engaging with incoming students to try to get them to be a part of student government.
3. Their sporting events with Wellington. They were not the host but Director Silva has been there with her team as well as Wellington being out and about to make them more active.
4. Depending on what the event is, they are either hosting it, or on the grounds collaborating with it.

MOTION: Heru made a motion to extend the Q&A by an additional 5 minutes. Aeros seconded. Motion Carried. 3 (yes), 0 (no), 4 (abstentions)

- xvi. How many current hours are all their staff working, and how many additional hours are they asking for?
 1. 10 hours. All 3 members of their team were budgeted for 10 hours. The President's budget was originally budgeted for 20, but they spent part of it on programming for a third individual.
 2. Both of the Wellingtons are at 5 hours a piece. Adamary is at 15, or 10 hours. Deputy DOGA is at 10 hours. Both the Senate speaker and the programmer for the senate are at 10 hours.
- xvii. Is that standard? When they hire their staff do they guarantee them 10 hours and are now asking them to work 20? Is that what the additional expenses are for?
 1. No. Looking at the hours that they are requesting, the president's team would share the hours.
 - a. Jada and Rilee would get 5 hours. Cynthia would not change in hours. Both Wellingtons would gain an additional 5 hours. The executive assistant would gain an additional 5 hours.
 2. They are doubling the time that they want their staff to work.
- xviii. The Chair clarified as the ASCWU Vice President, that they are the one who made this budgeting sheet. There was a mistake on it. This is a supplemental request for the BOD. Their staffing hours and their salaries do not actually come from the BOD budget and are spread amongst the 6 Board departments. That is a mistake on his end. They incorrectly assumed that they all came from the BOD budget. Additionally, the hours that have been used for salary were originally for a single 20 hour salary job that has been split up as points of information.
- xix. They pushed their budget to the limit twice in the presentation. Why is that? When it comes to these budget expenses and they have \$1,500, why do they seek to spend as close to \$1,500 as possible as opposed to save some to be reallocated?
 1. Historically ASCWU was not good at using the entirety of their budget. This was asked about in the previous based funding cycle, so they are trying to maximize the use of their budget.

- a. This year they have been trying do that and maximize their budget.
 - 2. The \$1,500 on their handout, is what was budgeted from last year's VP specifically for things like the ASCWU uniforms. Senate covered everything that they could.
 - a. It was specifically in their budget labelled for uniforms, nametags, and polos.
 - 3. They have a full senate and they are the largest team in ASCWU. They tried to ensure that their senators have everything that they need to be dead serious about it. They are trying to maximize their budget with the items that were used.
- xx. The Committee's interpretation of maximizing their budget seems to contradict how ASCWU interprets it. i.e. \$72 in polos.
 - 1. This is understandable and they understand that.
 - 2. The bottom of their handout shows what the BOD purchased for uniforms and items. This is not what other offices spent.
 - 3. They are coming back in winter because Director Silva has 2 events that they are working on and their budget is short.
 - a. They are having to re-allocate from other areas in their office to fill in the gaps so students can still have a good experience. This includes CWU Mariners night and Sweececay day
 - 4. When they say that their trying to maximize their budget, in this case on that handout, what they purchased for the ASCWU uniforms is standard for all of them in these roles. This helps identify those affiliated with ASCWU be identifiable.
 - a. For other things said like events, they know that they have to maximize their budget. That's why they are moving funding from one area to another, so they don't have to come back to S&A to request additional funding later on.
- xxi. What happens if S&A does not fund this request?
 - 1. They will make do and keep moving as they have this quarter. They will try to adapt as best as they can. If they don't get it passed, they will make do and keep moving.
 - 2. Board members will have to reassess how they did things this quarter. The one challenge was the readjustment, which meant that it took all of their board members and all their staff to fill in the gaps.
 - a. If they need to, they will just keep moving forward.
 - 3. They would like to alleviate some of the weight off the board members so that their staff can help take on more. Especially since a lot of them are new and a lot of them want to continue in ASCWU. They are also trying to give them more opportunities to take more of that leadership role which is one of their goals this year.

- A. Winter 2026 meetings
- a. They will have to meet for 2 hours a week to get through their base funding requests. In order to get through all of their base funding requests, they will have to meet for 2 hours a week, or they won't get through them in time
 - b. Right now the best time for most people to meet in this group is to meet Fridays from 3-5PM. Does that time work for the consensus?
 - i. As is, that time will not work for Alex Cordon.
 - ii. Austin is waiting for his work schedule.
 - iii. Rachel would be unable to attend the first Friday of every month.
 - c. Alternative option would be Fridays from 5-7PM
 - d. Their choices for Winter 2026 are:
 - i. Fridays 3-5PM
 - ii. Fridays 5-7PM
 - e. 3-5PM would be better for their campus partners coming in to present
 - f. Historically when this committee when this committee has met on Fridays in the afternoon/evening, the attendance has not had a good turnout.
 - i. They recommend taking a look at their schedule and making arrangements if needed. If they are unable to shift things in their schedule, let the S&A Advisors know ASAP.
 - ii. Attendance might impact quorum.
 - g. Mia will be leaving CWU and will not have a secretary for a while
 - i. They will be testing AI transcriptions.
 - ii. Robbi will be the main point of contact

Public Comment – Second Call

- Erin would like to thank Mia for all of her hard work on the committee she is amazing and whoever is going to work with her next is very lucky.
- Alex M has known Mia for a short time, but she seems awesome.
- Ba does not know how to put enough thanks into words for Mia. He met her one time when he came by last year. They had a conversation about what he was passionate about between here (SURC 301) and the elevator. And, because she brought up the public policy he is now in it. Not only is he in it, he is actually doing original research in Political Science. “Thank you, for inspiring me.

Adjournment:

MOTION: Aeros made a motion to adjourn the meeting at 4:29PM. Heru seconded. Motion Carried. 4 (yes), 0 (no), 3 (abstentions)

Our next meeting will be December 12, 2025 (SURC 301) at 3PM.

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