

**Services and Activities Committee**  
**Meeting Minutes**  
**May 10, 2024**

**Called to order:**

Jared called the meeting to order at 5:03pm.

**Attendance:**

Erin Sargent, Joey Bryant, Mia Young, Nicholas Villa, Alice Williams, Jared Osborne, Xander Johnson, Yahir Calderon

Absent: None.

Guests: Lola Gallagher

**Agenda:**

**MOTION: Xander made a motion to approve the agenda. Nick seconded. Motion Carried. 4 (yes), 0 (no), 0 (abstentions)**

**Minutes:**

**MOTION: Xander made a motion to approve the updated minutes from 5/3/24. Nick seconded. Motion Carried. 4 (yes), 0 (no), 0 (abstentions)**

**Reports**

I. Chair:

a. None.

II. Advisors:

- a. Joey reminded the group that today was the tentative deadline for supplemental requests. The advisors have received an additional request today, but they have yet to review it.
- b. Last week it was mentioned to potentially meet in person for this or next week to enjoy Jared's Brisket at S&A. There would need to be a virtual option for those unable to attend. Joey wanted to open to the floor regarding the S&A Committee's Availability. Erin and Joey will look for a location in the SURC.
  - i. Xander noted that he will be volunteering at a 5<sup>th</sup> grade camp for Valley View Elementary. He should be available for the meeting. If not, he would not be able to attend virtually either.
  - ii. Nick added that they could use the Student Government Office.
    1. Erin joked that it is probably more comfortable than the SURC Accounting office.
  - iii. If there are any issues or concerns, reach out to Erin, Joey, or Mia. If not, we will assume that we are all able to attend and continue finding an in-person .

III. ASCWU:

- a. Nick noted that ASA is hosting African night tomorrow() at 4:30PM. Fun, dancing, food, and more.
  - i. Mia added that ASA still needs volunteers and if they need the volunteer link to reach out. Also, the food is very good.
- b. S&A Fair is on the 22<sup>nd</sup>.
- c. Sweezy day will be on the 23<sup>rd</sup>. This is an all day event that celebrates campus beautification and student celebration.

### **Communications Received**

None.

### **Public Comment**

- Lola reminded everyone that student government elections are next week. Opens Monday (5/13) at 8AM and closes Friday (5/17) at 5PM. This link will be posted on the ASCWU website and Presence. There will also be QR codes around prominent locations.
- Lola noted that elections include a referendum for a \$5 quarterly fee for the green fund.
- Jared added that voting is a good thing to pay attention to as this is their (students) chance to throw their voices in there.

### **New Business:**

#### A. Supplemental Funding Request – Presentation

- a. 2409: Publicity Center Summer Interns - \$10,000
  - i. For several years they have worked with departments which paid for internship costs. They worked on projects that are no longer housed under their area. Completing those projects over the years, resulted in a quarterly HYPE publication in which development begins in the Summer.
  - ii. Last summer they spent at least \$15,000 on student staffing and were not able to make up that cost through revenue.
    1. They traditionally charge for those student services
  - iii. The point of the request is because their funding is reduced, resulted in them making difficult decisions.
    1. Decisions such as cutting expenses in staffing.
      - a. Reducing staffing positions and the number of hours.
    2. Decisions such as reducing goods and services and one of the majority expenses is the HYPE publication.
  - iv. HYPE covers all the events known at the time of publication for the upcoming quarter, so it is campus-wide service.
    1. This is written and designed by students in their office. This creates opportunities for interns who have typically not had an opportunity to work on a publication.
    2. This is a great way for departments to prep for Fall, Winter, and Spring
    3. HYPE publications are about \$3,500 for printing.

- v. Prices for HYPE fluctuate depending on the type of paper and number of issues to print. However, economies of scale in printing 500 in books is \$100 more.
    - 1. They always try to distribute these widely.
  - vi. A couple of student interns have reached out, but they will only be able to move forward with one student intern this Summer.
    - 1. Student interns come and work with staff during the Summer.
      - a. There is an ending date of September 20<sup>th</sup> in hopes of bringing staff back early for onboarding and training before the quarter starts.
      - b. Earlier is better to create good onboarding and training before the quarter starts to avoid scrambling.\_
      - c. They are used to operate with 2-3 interns, so this early onboarding would cover that gap.
  - vii. Questions?
    - 1. None.
- b. 2410: Publicity Center Hype Production - \$12,000
- i. In addition to the HYPE book there are promotional supplies like specialty stickers, which are tied to HYPE. They give these out in tabling events at the SURC.
  - ii. They attend events to create awareness about those events for departments, student clubs, and organizations.
  - iii. This is not just about the publicity center or HYPE, but HYPE generates excitement and awareness about student activities and services.
  - iv. The effort that goes out through HYPE is on behalf of all the different departments they work with.
  - v. Estimates to about \$400 per quarter
    - 1. Covers stickers, tabling supplies, and giveaways
    - 2. Includes \$88.10 to do a bigger fun event with the Burg to have a live DJ at the event.
      - a. They would like to do this once a quarter.
      - b. This was done in the past and it was super fun.
      - c. Having a live DJ further enhances the experience.
  - vi. In the Spring they usually do a student survey to get some feedback on what students think are working. This determines how students find out about events and preferred ways to receive information.
    - 1. They usually have some incentive-based tabling events, but this costs money too.
  - vii. They need to know about the funding for Fall quarter HYPE because it is not their budget. They had to eliminate that expense from their budget.
    - 1. If they know they have funding committed for Fall HYPE that, will one of the projects their staff will work on during the summer.
    - 2. This allows them to put a call out for departments and student organizations to work on getting information, which ensures that HYPE is a nice robust piece.
    - 3. All this helps make sure that HYPE is printed and ready to go before Fall quarter begins.

c. Questions/Comments?

- i. Joey reminded the group that when Supplemental Requests come up like this, they can come in and present to the committee on one week. In that week, which is what we are doing right now, they can ask questions to the presenter(s). Then they wait to deliberate and vote on the following week; next week on the request itself.
  1. This is in case there's need for more information. Also, these are public meetings, so this allows the opportunity for public comment in support or opposition of these requests. This is all taken into consideration before they vote on it.
- ii. Xander asked for further clarification. If their funding request does not get passed through that there would not be a HYPE booklet next quarter or in the future for budgetary reasons?
  1. Lola confirmed this because they only have \$32,000 to spend on student staffing goods and services for next year. They are not able to generate revenue to fill that gap, so this is a significant ask that would get them partway there. They would still work to generate revenue then try to come up with other ways to make up some of that gap.

**Old Business**

None.

**Public Comment – Second Call**

- Mia thanked Lola for the way she presented. As the minutes taker the speed in which she presented allowed for Mia to write the contents of the presentation more efficiently.
- Jared noted that if you are doing a SOURCE presentation that it is a good thing to pay attention to.
- Joey reminded the group that as the weather gets warmer to take care of yourself this quarter. Do self-care as the quarter tends to get more hectic towards the end of the quarter. Balance your classes as well as outside time as need or other pieces.
- Joey added that this Sunday is Mother's Day. Congratulations on that end. This is a gentle reminder to give a call or send a card.
- Joey concluded with wishes for a Wonderful Weekend and a Wonderful Week as well.

**Adjournment:**

**MOTION: Xander made a motion to adjourn the meeting at 5:30. Alice seconded. Motion Carried. 4 (yes), 0 (no), 0 (abstentions)**

**Our next meeting will be May 17, 2024 (SURC 131) at 5:00pm.**  
Check out our website at [www.cwu.edu/services-activities](http://www.cwu.edu/services-activities)