

Public Meeting Minutes

Services & Activities (S&A) Committee

Date: February 6, 2026

Time: 3:01 PM

Location: SURC 301 or Zoom

Call to Order

The meeting was called to order by Rachel Haley, Parliamentarian at **3:01 PM**.

Roll Call / Attendance

Present:

- Rachel Haley, Parliamentarian (Chair Pro Tempore)
- Alex C.
- Abby
- Aeros
- Austin
- Ba (zoom)
- Trent Bucy, Advisor
- Erin Sargent, Advisor
- Robbi Goninan, Advisor

Absent:

- Chair Matheson
- Vice Chair Ba (joined late via Zoom)

Five of seven members were present; **quorum was established**.

Guests/Presenters:

- Yerin Kim – Office of University Student Research (OUR)
- Ash Perron – OUR Program Coordinator
- Michelle Hill – Director, Early Childhood Learning Center (ECLC)
- Nora Jacobs – Interim Manager, Wildcat Farm

- Joseph Pearson – Executive Director for Auxiliary Enterprises
- Ryan McGuckin – International Office
- Lola Gallaher- SLICE
- Ruben Cardenas- Zoom
- Veronica Gomez - Zoom

Approval of Previous Minutes

A motion was made and seconded to approve the previous meeting's minutes.

Vote: Approved unanimously.

Advisor Reports

Advisors reminded presenters they were allotted **10 minutes for presentation and 10 minutes for Q&A**, with extensions subject to committee vote.

No additional reports were provided.

Communications

The committee received clarification from Pulse and Observer regarding estimated self-generated advertising revenue, following a request from the previous meeting. The information was shared with members for review.

Public Comment

No public comment was presented.

New Business

Office of University Student Research (OUR) – Base Funding Request

Presenters: Ash Perrin and Dr. Yerin Kim

OUR provided an overview of programs and funding impacts, including:

- Support for undergraduate research and creative projects.
- Administration of SOURCE (Symposium of University Student Research and Creative Expression), a two-day professional research conference.
- SOURCE participation statistics (most recent year):
 - 734 unique attendees

- 468 student presenters
- 310+ presentations
- 119 oral presentations
- 117 poster presentations
- 13 prerecorded presentations (to include satellite campuses)

Additional highlights:

- SOURCE abstracts are published through the Library of Congress (ISSN).
- A digital journal now allows students to publish full papers or creative project documentation.
- OUR provides funding awards (formerly “grants”) for research, travel, equipment, and experiential learning.
- Awards are reimbursement-based and coordinated through departmental financial staff.
- Funding sources include S&A, the Provost’s Office, and Foundry10 (external donor).
- Individual OUR awards: up to \$750; group awards: up to \$1,500.
- Larger Faculty–Student Project Awards are funded through Provost and Foundry10 sources.

Assessment measures include:

- Number of presentations and funded projects
- Workshop attendance
- Student demographics
- Participation diversity
- Peer mentorship involvement

Dr. Kim described improvements to application guidelines and the addition of written feedback for all applicants, regardless of award outcome, to strengthen the educational value of the process.

Funding Increase Request

OUR requested an increase to allow a **spring application cycle**, enabling students to access funding for summer programs and conference fees that require payment prior to June. The proposed increase would support program fees (not travel) for summer opportunities.

Committee Questions

Members asked about:

- Eligibility requirements (current students only).
- Application components (abstract, project description, resumes/CVs where applicable).
- Award tiers and funding limits.
- Financial controls and reimbursement procedures.
- Participation by non-CWU students (not eligible for S&A funding).

Presenters confirmed S&A funds are restricted to **current CWU students only**.

Early Childhood Learning Center (ECLC) – Base Funding Request

Presenter: Michelle Hill, Director

ECLC overview:

- Operating since 1983; infant/toddler program added in 2005.
- Currently serves children ages **1 month through 12 years** across two locations (Brook Lane Village and Michelson Hall).
- Maximum capacity: **75-100 children**.
- Provides Creative Curriculum–based early learning.
- Employs CWU student staff and practicum students, offering hands-on professional experience.

Enrollment and staffing highlights:

- Approximately 50 families served (Winter 2026).
- Student employment ranges from 2–5 hour shifts.
- Current staffing includes 26 student employees and 8 practicum students.

ECLC hosts quarterly family events and supports student retention by providing childcare for student parents.

Funding Request

ECLC requested:

- **\$296,000 in base operational funding**, and
- A **one-time additional request of approximately \$53,000** for replacement of end-of-life commercial carpeting with vinyl plank flooring.

The flooring replacement was identified by Facilities as necessary. The one-time flooring request is **in addition to** the annual base funding.

Joseph Pearson noted that ECLC experienced a significant reduction in S&A funding during the previous cycle (approximately 50%), placing financial strain on operations and contributing to fee increases for families.

Committee Discussion

Members requested clarification regarding:

- Purpose and impact of the flooring replacement.
- Whether the flooring cost was included in base funding (it is not).
- Confirmation that the flooring request is a one-time expense.

Staff confirmed the flooring request is **one-time only**, with ongoing funding remaining at the requested base level.

Early Childhood Learning Center (ECLC) – Continued Discussion

Committee members discussed operational challenges, including labor costs and compliance requirements related to flooring. Michelle Hill clarified that existing carpet flooring has exceeded its useful life and cannot be properly sanitized, placing the center out of compliance with Washington State licensing requirements. The requested flooring replacement is intended to restore compliance.

It was confirmed that current enrollment trends reflect a higher proportion of faculty and staff families than student families, a pattern that has continued since COVID.

ECLC representatives confirmed:

- Students may complete practicum hours at the center; student teaching placements occurred primarily during COVID due to changes in placement rules.

- Practicum capacity is limited due to classroom staffing ratios and scheduling requirements, with a historical maximum of approximately 13 practicum students at one time.
- All student staff must complete Department of Children, Youth, and Families (DCYF) licensing requirements, including a 30-hour training course, First Aid/CPR certification, food handler permits, and additional mandated trainings (e.g., safe sleep, medication administration).
- Proposed luxury vinyl plank (LVP) flooring is expected to last at least 30 years.

ECLC does not accept state childcare subsidies, as reimbursement does not cover full operational costs. This practice has been in place since approximately 2017. Alternative resources used by families include HopeSource, Aspen, and a WASAC grant, which provided approximately \$694 per qualifying student in Winter 2026, offsetting childcare expenses by roughly \$400–\$900.

ECLC agreed to provide the committee with additional enrollment data, including breakdowns by student, faculty, and staff families.

It was clarified that childcare is billed based on contracted days per term, regardless of attendance.

Motion

A motion was made and seconded to extend the Q&A period by five minutes.

Vote: Approved unanimously.

Additional financial clarifications included:

- “Self-support” funds consist of revenue generated through parent contracts. Faculty and staff pay full rates; students receive partial subsidies.
- Approximately 90% of ECLC operational costs are labor. Remaining costs include food and supplies.
- Labor expenses are driven by state-mandated staff-to-child ratios, minimum wage increases, and union contract raises (approximately 3% annually).

Capacity concerns were discussed. Although ECLC has space for approximately 75–100 children, Winter 2026 enrollment was approximately 50. This was attributed primarily to reduced after-school capacity following district zoning changes, limiting school bus transportation to the facility.

Office of International Studies and Programs (OISP) – Base Funding Request

Presenters: Rachel Gordon, International Partnerships Manager; Ryan McGuckin, Program Coordinator

OISP presented its organizational structure and services, noting that S&A funding supports Ryan McGuckin, two program assistants, and student staff who coordinate international programming and engagement activities.

OISP responsibilities include:

- International student recruitment and admissions
- Immigration advising (F and J visas)
- Study abroad and exchange programming
- International student advising and retention
- Cultural engagement programming connecting domestic and international students

Current enrollment includes:

- 196 international students from 42 countries
- Approximately 133 students in Ellensburg and 63 at centers
- 22 graduate students and 174 undergraduate/post-baccalaureate/non-matriculated students

OISP emphasized its role as the primary campus unit facilitating cross-cultural programming between domestic and international students.

Programming supported by S&A funds includes:

- Cultural events and workshops
- Seattle day trips
- Grocery store excursions for culturally specific foods (in partnership with Wildcat Pantry)
- Movie nights and small community-building events

OISP requested **\$15,000 in base funding**, consistent with a previous funding cycle, to maintain programming and student staff wages. Presenters noted that ticketed events (e.g., Seattle trips) partially offset transportation costs and allow smaller events to remain free.

Clarifications provided:

- S&A funds do not support administrative salaries; they fund student staff wages and student programming.
 - Increased funding would not add student positions but would help sustain current staffing levels and expand programming.
-

Wildcat Neighborhood Farm – Community Garden

Presenters: Nora Jacobs, Interim Farm Manager; Cadence Hesch, Community Garden Coordinator

The Wildcat Neighborhood Farm Community Garden is located at 14th and Alder and includes:

- 70 garden plots (in-ground and raised beds)
- Accessible “friendly access” beds
- Communal growing areas
- Pollinator gardens
- Gathering space for orientations, meetings, and events

The garden’s mission is to promote community health and equitable access to fresh, local produce. All resources—including seeds, land, water, tools, and guidance—are provided at no cost. Central Washington University students receive priority for plots, followed by faculty, staff, and community members.

Instead of participation fees, gardeners are asked to contribute six volunteer hours per season.

Funding supports:

- Tools, seeds, and infrastructure maintenance
- Student wages, including the Community Garden Coordinator position

Additional program highlights:

- A community produce box for excess harvest, which has reduced theft and increased food sharing

- An Adopt-a-Plot program allowing students to maintain plots during academic terms while community members care for them during summer absences
- Increased accessibility efforts, including maintenance of paths and raised beds
- Plans for community dinners (“Plants and Plates”) and improved signage and engagement materials

Garden participation increased from 31 to 47 gardeners year-over-year.

Presenters noted a 20% reduction in their funding request, achieved through improved tool maintenance and seed-saving practices.

Excess produce is shared through the community box or donated via Wildcat Farm to local food banks. While the community garden does not track donated quantities, Wildcat Farm tracks all food donations.

S&A funds primarily support student employment. Wildcat Farm operational funding is provided through Dining Services, and farm-grown produce is supplied back to Dining.

It was confirmed that:

- The funding reduction will not impact student employment hours or staffing levels.
- No additional departmental funding supports the community garden.
- Farm staff contribute limited administrative support time, but S&A-funded tools and student labor are kept separate.

Second Public Comment

Heru “Ba” S. commended presenters for their work and thanked staff for their efforts.

Adjournment

A motion was made and seconded to adjourn the meeting.

Vote: Approved unanimously.

The meeting was adjourned at **4:28 PM**.

Next Meeting: February 13.