

# Student Needs Allocation (S&A) Committee

## Public Meeting Minutes

**Date:** January 16, 2026 **Time:** 3:00 PM – 3:30 PM **Location:** SURC 301/Hybrid

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### 1. Call to Order

The meeting was called to order at **3:00 PM** by Chair Matheson.

### 2. Roll Call

**Present:** - Matheson, Chair - Rachel, Parliamentarian - Eros, Committee Member - Austin, Committee Member - Alex, Committee Member – Erin and Trent, Advisors

**Absent:** - Ba, Vice Chair – Abby, Committee Member, - Robbi, Advisor

A quorum was established.

### 3. Approval of Agenda

A motion was made and seconded to approve the agenda as presented.

**Vote:** Motion passed unanimously.

### 4. Approval of Previous Minutes

Minutes from the prior meeting were not available. Approval was deferred.

### 5. Reports

#### *Chair Report*

- No report.

#### *Advisor Report*

- Advisors reviewed expectations for base funding presentations:
  - Each presenter is allotted **10 minutes for presentation** and **10 minutes for committee questions**.
  - Members were encouraged to take notes and reference their funding binders, available via Microsoft Teams.
- Advisors noted that an overview summary sheet had been added to each binder, outlining FY27 requests, prior-year requests, and previous allocations.

#### *ASCWU Report*

- No report.

## 6. Communications

- No communications were received.

## 7. Public Comment (First Call)

- No public comment was offered.
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## 8. New Business

### *a. Base Funding Presentation – SUB Custodial Services*

**Presenter:** Ryan Jack, Assistant Director of Operations, SURC

- An overview of the SURC mission was provided, emphasizing student engagement, community, and service.
- SUB Custodial Services support the Student Union, Wildcat Shop, and Dining operations, with a focus on sustainability through waste reduction and environmentally responsible cleaning products.
- Custodial services support daily operations, event turnover, and cleanliness of public spaces.
- During the prior fiscal year, the SURC hosted **2,290 S&A-funded events**.
- Facility usage data indicated approximately **1.5 million building entrances** during FY25, with peak daily traffic near **13,000 visitors**.
- The facility operates up to **17 hours per day**.
- Budget reductions have affected student wages and limited the ability to purchase custodial equipment.

**Funding Request:** - **\$250,915**, matching the prior quadrennial request. - The request reflects rising costs of goods and services, annual minimum wage increases, and continued cost-containment efforts.

**Cost-Saving Measures Highlighted:** - Installation of hand dryers to reduce paper towel usage and operating expenses. - Partnership with a student sustainability project to evaluate long-term cost savings and feasibility of expanding hand dryer installations.

**Committee Questions and Clarifications:** - Custodial funding sources include S&A fees, SUB fees, and auxiliary (Dining) funding. - Approximately **8 student employees** are employed in SUB Custodial Services. - Four full-time custodial positions are funded by Dining; five additional full-time staff support Student Union operations.

No action was taken; the presentation was informational.

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## *b. Base Funding Presentation – Scheduling Services*

**Presenter:** Cherie Wilson, Director, Student Union

- Scheduling Services operates as a centralized scheduling office for non-course-related events across campus.
- The department is funded through **S&A fees, SUB fees, state funds, and conference revenue.**
- S&A has provided a **flat \$30,000 annual allocation** for approximately 20 years.
- Funding supports **1.5 full-time staff positions** and **one student employee.**

**Service Scope and Usage Data (Prior Year):** - **3,615 events** for S&A-funded groups - **9,113 events** for university departments - **124 conference events** - **527 off-campus events**

**Fee Structure Clarifications:** - S&A-funded groups and university departments are not charged room rental fees. - Charges apply only for labor, equipment, and special room setups. - Departments are charged higher equipment fees than S&A-funded groups. - Off-campus groups are charged room rental fees (e.g., **\$240 per ballroom section**), which help offset Student Union operational costs.

**Committee Discussion Highlights:** - The \$30,000 allocation is used almost entirely for wages, with minimal goods and services expenses. - Cost-saving measures include shared staffing responsibilities with other Student Union operations. - The presenter noted that future increases may be necessary but are being deferred due to current budget constraints.

No action was taken; the presentation was informational.

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## 9. Old Business

### *Supplemental Student Wage Increase Request*

- The committee reviewed a supplemental request to offset increased student wages.
- **Available supplemental balance: \$47,456.29.**
- **Requested amount: \$16,294.55.**
- Monthly supplemental replenishment was estimated at approximately **\$4,500**, plus additional salary savings.

**Committee Discussion Highlights:** - Members emphasized the importance of maintaining student employment and equitable compensation. - Concern was expressed that denial could result in reduced student work hours or staffing impacts.

**Motion:** Approve the supplemental student wage increase request in the amount of **\$16,294.55.** - Motion made and seconded.

**Vote: - In Favor: 3 - Opposed: 0 - Abstentions: 1 - Absent: 1**

**Result:** Motion passed.

- The recommendation will be forwarded to **Joel Klucking** for final approval.
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## 10. Public Comment (Second Call)

- Public comment included expressions of appreciation for the committee's work and engagement.
  - It was noted that the Recreation Center presentation was postponed and will be rescheduled.
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## 11. Adjournment

A motion was made and seconded to adjourn the meeting.

**Adjournment Time: 3:30 PM**

*Minutes prepared for public record.*