

Student & Activities Fee (S&A) Committee

Public Meeting Minutes

Date: January 9 **Time:** 3:02 PM **Location:** Student Union Building 301 / Hybrid

1. Call to Order

The meeting was called to order at **3:02 PM** by Committee Chair Matheson.

2. Roll Call

Present: - Matheson, Chair - Ba, Vice Chair - Rachel, Parliamentarian - Aeros, Committee Member - Abby, Committee Member - Austin, Professor Zu, Advisors, Sargent and Bucy

Absent: - Alexander Cordon & Advisor, Goninan.

A quorum was established.

3. Approval of Agenda

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

Vote: Motion passed unanimously.

4. Approval of Previous Meeting Minutes

The minutes were reviewed as provided in the calendar materials.

A motion was made and seconded to approve the minutes as written.

Vote: Motion passed unanimously.

5. Reports

Chair Report

- No report.

Advisor Report

- Advisor reported that Joel Clecking approved all prior S&A recommendations with the exception of the Student Union theater lighting request, which requires Board of Trustees approval.
- All other approved items will move forward and be communicated to the relevant departments.

ASCWU Report

- No report.

6. Communications

- No communications were received.

7. Public Comment

- First call for public comment was made.
- No public comment was received.

8. New Business

Base Funding Requests – Process Overview

Advisors provided an overview of the base funding process: - Base funding presentations are held every three years. - Each area is allotted **10 minutes for presentation** and **10 minutes for questions**. - Committee members were instructed on the structure and contents of the funding binders, including: - Funding request narrative - Budget overview - Organizational chart - Program review (current year) - Annual report (prior year expenditures) - Members were encouraged to take detailed notes and review materials in advance. - Deliberations will occur in **March**. - Funding allocations are based on projected S&A fee revenue; estimates indicate relatively flat funding, approximately **\$5–5.5 million** total. - Total base funding requests exceed the prior year by approximately **\$500,000**. - Committee was reminded to focus on student benefit and appropriate use of funds when evaluating requests.

9. Base Funding Presentations

a. SURC Accounting

- **Request Amount:** \$85,705 (reduced from prior year)
- Purpose: Support accounting and banking services for student clubs and organizations.
- Funding supports:
 - Salaries and benefits for two full-time staff (partially funded through other sources)
 - Up to seven student employees
 - General office operations
- Advisor noted ongoing departmental realignment with Enterprise Accounting to reduce costs.
- Additional funding sources include Student Union and Recreation Center fees, which offset costs unrelated to club accounting.

Committee Discussion Highlights: - Clarification provided that the S&A allocation funds only the club accounting portion of services. - Other auxiliary units contribute funding proportionate to services received. - No decisions were made; presentation was informational.

b. Student Funds Financial Manager

- **Request Amount:** \$120,406 (flat from prior year)
- Purpose: Fund one full-time Student Funds Financial Manager position and office operations.
- Responsibilities include:
 - Budget development, forecasting, and reporting
 - Policy compliance and fiscal oversight
 - Training and reconciliation support
 - Oversight of SURC Accounting
- Advisor noted potential future cost savings pending finalization of departmental alignment plans.

10. Next Agenda Item (Introduced)

- Introduction of the **Student Union Bond Payment** presentation (details to follow in subsequent minutes).

11. Base Funding Presentation – Student Union Bond Payment

- The Student Union was described as a student-focused facility supporting engagement, unity, and student success, and as one of the most heavily used buildings on campus, serving thousands of students daily.
- **Request:** Maintain an annual S&A allocation of **\$850,000**.
- The Student Union construction and long-term S&A funding model were formally approved by students in **2004**, creating a 30-year student obligation to support the associated bond.
- The committee was informed that the bond is in its final decade and is scheduled to be fully paid by **2034**.
- Continuing S&A funding was described as honoring commitments made by past students to future students.
- It was noted that discontinuing S&A funding would place the university in default on the bond, potentially affecting future capital projects, borrowing capacity, and current and future students.
- Clarification was provided that the bond payment is a fixed amount and **cannot be reduced**; there is no anticipated reduction to this allocation for the remainder of the bond term.

Committee Questions and Clarifications: - A question was raised regarding a perceived 20% reduction due to anticipated S&A revenue declines. - The presenter clarified that no reduction applies to the bond payment and that it remains a fixed obligation.

12. Base Funding Presentation – Administrative Fee (CWU Administrative Fee)

- The administrative fee supports overhead costs directly tied to S&A-funded activities and departments.
- S&A fees may not be used for general university overhead and must be directly connected to services provided to S&A departments.
- The administrative fee structure was previously reviewed through a formal dispute resolution process to ensure compliance with S&A regulations.
- A comprehensive cost analysis was conducted to identify services directly attributable to S&A operations.

Services Supported and Cost Breakdown (S&A Portion): - Accounts Payable and

Travel: Processing vouchers, invoices, disbursements, and club-related transactions. -

Human Resources: Student and staff hiring, employment processing, benefits, insurance services, and background checks. - **Information Technology:** Enterprise-wide systems support, including PeopleSoft, Oracle databases, and other applications. - **Payroll:**

Paycheck processing, tax remittances, and payroll compliance. - **Purchasing:** Contract processing and procurement support. - **Student Financial Services:** Processing club-related payments and student account transactions.

- The total calculated cost of S&A-related administrative services was approximately **\$600,000**.
- **Request: \$331,192**, representing the same allocation as the prior funding cycle and reflecting a **26.5% reduction** from calculated costs.
- The reduction was described as an effort by the university to support students by absorbing a greater share of overhead costs.

Committee Discussion Highlights: - Members asked about the methodologies used to calculate proportional costs; the presenter described the use of usage-based metrics (e.g., voucher lines, check counts, employee percentages). - It was noted that these calculations have undergone litigation and mediation, resulting in heightened scrutiny and documentation. - Questions were raised regarding the impact of the reduced allocation on departmental functionality; the presenter indicated that services would continue, with the university assuming a larger share of costs. - Additional clarification was provided regarding centralized administrative models as a cost-saving approach.

13. Supplemental Request – Student Wage Increase

- **Request Amount: \$94,055.55.**
- Purpose: Offset the impact of the minimum wage increase effective **January 1** on departments employing student workers.
- The calculation was based on forecasted student wage expenditures from January through June, applying proportional S&A funding percentages to each department.

- Departments with mixed funding sources were allocated wage support proportional to their S&A-funded share.
- This approach was described as preventing multiple individual supplemental requests from departments.

Supplemental Fund Status: - Current supplemental balance: **\$47,456.29**. - If approved, the remaining supplemental balance would be approximately **\$31,161.74**, with additional funds expected from ongoing salary savings through June.

Committee Discussion Highlights: - Members discussed the risk that failure to approve the request could result in reduced student work hours. - No objections were raised to the methodology or purpose of the request.

14. Public Comment (Second Call)

- Public comments were offered welcoming members back from break and commending the committee for thorough questioning and engagement.
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15. Adjournment

A motion was made and seconded to adjourn the meeting.

Adjournment Time: 4:06 PM