

**Services and Activities Committee**  
**Meeting Minutes**  
**November 9, 2022**

**Called to order:**

Alice called the meeting to order at 5:02pm.

**Attendance:**

Alice Williams, Bjorn Pellmyr, Evelyn Roehn, Luis Reyes, Joey Bryant, Lacy Lampkins, Jessica Kitto, Sean Dahlin

Guests: none

Absent: Brady Smith, Judy Brewer, Yaritza Granados

**Agenda:**

**MOTION: Evelyn made a motion to approve the agenda. Luis seconded. Motion carried. 4 (yes), 0 (no), 0 (abstentions)**

**Minutes:**

**MOTION: Bjorn made a motion to approve the 11/2/22 minutes. Luis seconded. Motion carried. 4 (yes), 0 (no), 0 (abstentions)**

**Reports:**

- I. Vice-Chair: Judy is busy with elections. Alice trying to spread the word about the S&A Committee.
- II. Advisors:
  - a. Joey
    - i. Reminder that the committee decided to move meetings to occur bi-weekly on Thursdays at 5pm. The next meeting will be Thursday, Dec 1<sup>st</sup>.
    - ii. Reminder that there are still 2 open positions for any other students who would like to serve. Bjorn's position will also be open by end of the year. Please continue to promote students to be involved in S&A.
  - b. Lacy: none

**Communications Received**

None

**Public Comment:**

Student hoping to continue to serve with S&A as they extend their time at Central.

**New Business:**

- I. Discussion & proposal on S&A policy changes for this fiscal year
  - a. Under-Expenditures ([CWUP 8-40-040\(3\)\(A\)3.c](#))
    - i. Normally, each base funding area keeps any under-expenditures (fund balance) until end of the four-year funding cycle.

- ii. Instead of letting base funded areas keep their under-expenditures until the end of the four-year funding cycle, they would return funds to S&A at the end of each fiscal year.
  - iii. The funds would go back to the S&A supplemental fund.
- b. Unexpended Salary ([CWUP 8-40-040\(3\)\(A\)3.d](#))
  - i. Currently, vacant salary funds go back to S&A after six months of vacancy.
  - ii. Recommendation to have vacant salary funds returned to S&A after one month of position vacancy rather than after six months.
  - iii. The rest of the university has decided to adopt a one-month vacancy rule as well.
  - iv. Vacant salary funds would go back to the S&A supplemental fund.
- c. Reasons for recommendation
  - i. Aligns with what the university is doing
  - ii. Gives S&A more ability to give supplemental funds to fund based areas
  - iii. Areas would still need to request supplemental funds from S&A
  - iv. Helps alleviate the potential for areas to spend more than their yearly allocation and would reduce the impact to our debt ratio
  - v. Allows S&A to operate outside of its policy
  - vi. Not a permanent change
- d. Vote will take place next meeting. CFO will receive recommendation if approved. Then, it would go to the president after the Vice President of Finance and Administration reviews it with the budget development team.
- e. Questions
  - i. Question was raised about the 4year to 1year change.
    - 1. Explained that at the end of each fiscal year the under-expenditure would roll back to S&A
  - ii. Underspending wouldn't affect their annual base funding allocation
  - iii. Question was asked about how much we would gain.
    - 1. Amount will depend on how the year goes, what activities are happening, salary savings
    - 2. \$1.7 million across all those areas at beginning of this year
  - iv. Trying not to impact base fund allocations while being as fiscally healthy as possible
  - v. Would there be publicity around it?
    - 1. Lacy & Joey would communicate this to base funded areas. ASCWU public meeting and members of committee will need to spread the word. It was suggested to have base funded areas be present at meetings to participate during public comment to be aware of changes.
  - vi. How do staff searches work with fund roll back?
    - 1. Faculty departments are assessed differently and are not funded by S&A. This change applies to areas that are non-academic. Funds would be returned only for the time that a non-faculty position was vacant.

- vii. For the underspending policy, is there a similar change to the one for vacant positions for the university?
  - 1. There is something else going on with rest of university as well. The funds get rolled back every year too.
- viii. Dedicated funding doesn't get rolled back.
- ix. Lacy was talking more about the tuition dollars. Trying to align the majority of the funding, but there will be some exceptions.
- x. Can departments still request supplemental funds and/or increases to their base funding?
  - 1. Supplemental funds can be requested. There could be a range of reasons for base funded areas to request supplemental funds. Usually, base funded departments know in advance and will make requests for the future.
- xi. Can departments still request to change how their funds are being used?
  - 1. If they want to make changes to their base fund usage, departments would have to come to S&A to say why they want to spend their funds differently. S&A would have to approve the request before the department could change how they are spending the money.
- xii. Seems like this change would put S&A in more control of analyzing fund decisions. The decision to decrease base funding by 5% last year and 10% this year was made more by people outside S&A. So, this seems to give more agency to S&A.
- f. Share any email communications with Lacy so that those can be shared with the group. Also, email any questions to Lacy.

**Old Business:**

None

**Public Comment – Second Call**

None

**Adjournment:**

**MOTION: Luis moved to adjourn. Bjorn seconded. Motion carried. Meeting adjourned at 5:33pm. 3 (yes), 0 (no), 0 (abstentions)**

**Our next meeting will be December 1, 2022 (online) at 5:00pm.  
Check out our website at [www.cwu.edu/services-activities](http://www.cwu.edu/services-activities)**