

Services and Activities Committee
Meeting Minutes
December 1, 2022

Called to order:

Judy called the meeting to order at 5:04pm.

Attendance:

Alice Williams, Brady Smith, Bjorn Pellmyr, Evelyn Roehn, Judy Brewer, Joey Bryant, Lacy Lampkins, Jessica Kitto, Sean Dahlin

Guests: Lola Gallagher, Lucha Ortega

Absent: Luis Reyes, Yaritza Granados

Agenda:

MOTION: Evelyn made a motion to approve the agenda. Bjorn seconded. Motion carried.

4 (yes), 0 (no), 0 (abstentions)

Minutes:

MOTION: Brady made a motion to approve the 11/9/22 minutes. Alice seconded. Motion carried. 4 (yes), 0 (no), 0 (abstentions)

Reports:

- I. Chair: Two open spots on committee. Member noted that they recommended a student to Joey.
- II. Advisors:
 - a. Lacy: Annual reports were due at 5pm today. Base funded areas are required to submit an annual financial report. A couple departments have been granted a week extension. Theatre of Arts hasn't sent a report and we've had no communication from them.
 - i. Question was asked if the same questionnaire was used from last year. Lacy explained that based funded areas must submit two reports the Annual Financial Report and the Program Review. The Program Review consists of questions that go more in depth and are due January 3rd. The Annual Financial Report is for last fiscal year, and it has more to do with finances than program details.

- ii. Question was asked about changing the program review questions during winter quarter.
- b. Joey: Lacy and Joey will review the annual reports in December, and they will be posted online. Committee will review them in January.
 - i. For Program Reviews, the questionnaire is from last year with some tweaks from the feedback received in the spring. It has already been sent out and is due January 3rd. We have received a request to push the due date back a week.
 - ii. This is the last meeting of the quarter. The next meeting will be January 5th.
 - iii. Luis is no longer on the committee and so there is a 3rd position to fill.
 - iv. Potentially a 4th opening as well if the student who hasn't attended any meetings isn't interested in serving.

III. ASCWU: On Monday President Reyes appointed Brady as Executive Vice President of ASCWU. He will be stepping back from some of his Senate duties and two senators are helping him. Most of the ASCWU initiatives are focused on basic needs for students.

Communications Received

Student senator asked about ICA and was wondering how they can use their funding. Clubs were told that they can't use their funds during the summer. Student informed them that it is under ICA policy.

Theater Arts just turned in their annual report.

We received requests from base funded departments to push back the due date for the program reviews which are currently due Jan 3rd at 5pm. Some departments are asking to push that back so that it isn't the first day back after break.

Brady moved to extend the program review deadline from Jan 3rd at 5pm to Jan 6th at 5pm. Second from Bjorn. Motion carried. 5 (yes), 0 (no), 0 (abstentions)

Question was asked about the reasoning behind moving the deadline from the 3rd to the 6th. ASCWU recognizes that people are gone over winter break and that the first day back can be busy.

Public Comment:

none

New Business:

none

Old Business:

I. Voting on S&A policy changes for this fiscal year

a. Under-Expenditures ([CWUP 8-40-040\(3\)\(A\)3.c](#))

i. Unused funds would roll back to S&A at the end of each year instead of at the end of the 4-year cycle.

ii. Discussion:

1. Question was asked if there is often a lot of money left at the end of the year and if it would make a significant change to departments. Lacy said that there does tend to be a sizable amount of money from the combined 40 base funded areas. We may want to talk to departments later to see what the impact would be per program department.
2. Joey pointed out that departments are only allowed to spend their annual allotment.
3. Joey mentioned that it would help the debt service ratio.
4. Lacy mentioned that at the end of last year, FY 22, there was \$1.8 million across 48 departments.
5. Question was asked if the funds can compound over the 4 years. Lacy clarified that the funds can compound and tend to build over the years. Some areas might be saving for a specific reason.
6. Question was asked if a department is saving for a big purchase, could an exception be granted to the one-year roll back policy. Lacy suggested opening supplemental funds so that departments can request extra money for their program needs. Committee could then review it, discuss it, and move it forward in the approval process.
7. Opinion was voiced that the funds pay for student services and that all students who attend Central should be provided the same services every year. It makes sense to make sure that departments

are using up the funds we provide to them every year. Then, when they are saving for a large purchase or contract, the department can request supplemental funds instead of the department waiting four years to save up the money. They could get their needs met sooner which could then serve more students quicker.

8. Question was asked if this would be in addition to the 10% cut instituted last year or if it would replace it. Lacy said that it wouldn't replace their 10% reduction. The division would still have to go through the reduction and then this would be anything remaining after that.
9. Joey clarified that this would happen after the year ends. If they still didn't spend all their money with the reduction, then anything not spent would be rolled back.
10. Lacy added that last year S&A funded departments took a 5% base fund reduction and still had \$1.8 million left over.

iii. **MOTION: Bjorn made a motion to adopt the recommended policy change to under-expenditures. Brady seconded. Motion carried.**

4 (yes), 0 (no), 0 (abstentions)

b. Unexpended Salary ([CWUP 8-40-040\(3\)\(A\)3.d](#))

- i. Lacy mentioned that the policy already states that the salary savings from any vacant position after 6 months be rolled back to S&A. The recommendation is to roll back savings after 1 month of a vacant position. Joey added that this is to be consistent with other state budgets on campus. The unexpended salary would take away from the 10% reduction.

ii. Discussion

1. Question was asked to clarify if this affects only non-student staff. Lacy confirmed that it only affects non-student staff.
2. Question was asked about what happens when the position is filled after a department starts returning the salary saving funds to S&A. Do they have to request the funds again? Lacy explained that the money would be there to pay for the position. The money stops

going back to S&A when the position is filled. The salary saving funds only go back to S&A for the months that the position is vacant.

- iii. **MOTION: Brady made a motion to approve the unexpended salary. Alice seconded. Motion carried.** 4 (yes), 0 (no), 0 (abstentions)

Public Comment – Second Call

Lacy thanked everyone for participating and wished everyone the best for finals and a good holiday break.

Question was asked if the 10% cut will build on the 5% cut from last year or if departments will reevaluate completely? Lacy clarified that the 10% isn't on top of the 5%. They will evaluate by division each year.

Question was asked about getting a copy of the 10% cuts. Lacy mentioned that the 5% will be in the annual reports that will be reviewed in winter quarter. This fiscal year's 10% cut will come later.

Joey wished everyone good luck with finals and safe travels. Appreciate all the work everyone has done this quarter. Please continue to recruit.

Alice mentioned that it has been a pleasure to serve with everyone and continues to promote the committee.

Judy wished everyone good luck with finals and to be safe.

Lucha thanked everyone and wished everyone good luck.

Adjournment:

MOTION: Alice moved to adjourn. Brady seconded. Motion carried. Meeting adjourned at 5:43pm. 4 (yes), 0 (no), 0 (abstentions)

**Our next meeting will be January 5, 2023 (online) at 5:00pm.
Check out our website at www.cwu.edu/services-activities**