

**Services and Activities Fee Committee**  
**Minutes**  
**May 20, 2020**

**Called to order:**

Edgar Carreno called the meeting to order at 5:33 p.m.

**Attendance:**

Alejandro Alcantar, Eric Bennett, Joseph Bryant, Edgar Carreno, Monica Carreno, Dane Gillin, Alex Harrington, Aubrey Heim, Josh Hibbard, Martin Kennedy, Lacy Lampkins, Gregg Schlanger, Jessica Thomas

Excused: Brandon Wear-Grimm, Chicena Mortimer

Unexcused: Alex Harrington

**Agenda:**

**MOTION: Eric Bennett made a motion to approve the agenda. Dane Gillin seconded. Motion carried.**

**Minutes:**

**MOTION: Eric Bennett made a motion to approve the minutes of May 6, 2020. Dane Gillin seconded. Motion carried.**

**Reports:**

Chair – None.

Advisors – None.

**Public Comment:**

None.

**New Business:**

**A. Base Funding Program Reviews**

Normally these groups would all come present. I know we got one in late. We had a request from Lauren to submit theirs after the due date. We will go through them for questions or points for the record. We have one meeting left, so if we have any questions, we can let them know. We all reviewed them individually so I will turn this over to the committee for questions or discussions.

Discussion: The Extended Learning Program Ambassadors are not the student ambassadors that do the tours? I don't believe so. They are not the ones that do tours here. They may do those functions at the centers depending on the needs. I can ask for clarification if you would like. Some groups broke down how the staff was funded. Some student staff had funding from work

study. How does that work with S&A funds? Work study funding is separate from any type of funding. It depends on who gets employed. Sometimes S&A plans to spend 100% of a wage and then they hire someone they find is able to do work study and they get that from a federal funding source.

### **B. Annual Report Reviews**

These reports have data for last year and this year, as well as projections for fiscal years 20 and 21. We will not go through them all individually. Are there any questions or discussion on the base funded units?

Discussion: I appreciate that the committee next year will have some guiding documents that will help decide how to fund some of these in the future. This will help to reevaluate all of the units. This is a lot of what we talked about all year. People brought up wanting to look at the base funded groups. Next year is a base funding year and they will see a lot of this. This is a duty every year to go through the reports and ask any questions needed. There is a lot of info there. We look through these regularly on our end. Call out anything concerning or ask for any clarification. They did a good job this year of explaining projections. This is the chance to delve into the base funded areas in more depth. Next year is the last year of quadrum. Will we be suggesting the areas spend what they have, or have remaining balance come back to committee? We don't know what is going to happen with COVID-19. In a normal year, if there was a remaining balance they would have to come and request to keep it, or it automatically rolls back. On all the annual reports there is a section for bad debt – what is that? Generally bad debt is for some departments that do certain sales and services – depending on the budget, a company might not pay an amount due, that will go through a long process to collect the debt. If it is not collected at the right time, it can be collected or added later. It can be that adjustment. The process can take years. This is the piece the committee next year looks at. We will revise the base request form over summer. We want to make sure it makes sense. Some questions may not be as necessary, and some may be missing. The committee will determine what they want on the annual reports. We will take feedback from this year into account. That is our priority. May need additional metrics about how areas are accomplishing their goals. There is a lot of information in here. The program managers have been doing this for a while and are receptive to feedback. They are straightforward and answered a lot of the questions we would have by themselves.

### **Old Business:**

#### **A. Sub-Committee**

There are some pieces we will want to wrap up by next week's meeting. Do we want to create a guiding document this week? We can. We can bring it to the committee next week. I can also bring it to the committee next year. Is there any feedback from the rest of the group? Thank you to Edgar, Jess, and Josh for participating. Is the intent that subcommittee will provide a recommendation for next year? Yes. Would this include areas to look further into for things that were questioned? The recommendation is what this committee would like. These meetings are all public record and they can review them. The committee can take or

leave recommendations. We can provide them feedback or expertise on what should be looked at or delved into more. Know the recommendations are open and public. It would be good to have KPIs for next year and then let them decide. They might not use them, but it is a recommendation. We focus a lot on certain things like travel and impact to students on campus. Can we discuss conducting meetings in a more efficient way? Next year will have to sift through more info. Maybe we can explore new avenues of how to conduct meetings. Eric discussed a system similar to OUR where they meet to review and vote the same day. That is just for supplemental. Then rest of meetings would focus on base funding. The purpose of limiting time spent on supplemental is to spend more time preparing for base funding. They can spend a meeting delving deeper into base requests. Some of that is pieces we have more flexibility on. Previous policy said we meet every Wednesday of the academic year. Now we can set the day. Some has flexibility and some would be a policy change. That would be up to next year based on your recommendations.

### **Other Business: Communications Received**

There was a request from Extended Learning to turn in program reviews after the deadline.

### **Public Comment**

Reminder- next week is last business meeting of quarter. Let me know if there is anything that comes up. Otherwise, it will be fairly brief.

Anyone who will be back next year, or if you know students that might be interested, encourage students to apply. Next year the students need to be pretty dedicated. Winter quarter is a heavy load. We would love any of you to come back. Encourage others to apply. Next week will be the last meeting for Martin and several students. Are there term limits? Josh does not have one.

Students have a 1-year term and staff is 4 years.

I (Josh Hibbard) have been taking advantage of campus meetings to pick your brains. I haven't had that opportunity in a while. So, if any students don't mind connecting with me on Zoom to discuss your experience, I would really enjoy that. That is one of the things I enjoy most about this group. Shoot me an email if you would be willing.

Student elections are happening, and debates are happening tonight. Spread the word and vote.

In regard to my silence in discussing base funding – as I looked through all the spreadsheets, my eyes rolled back a little bit. I appreciated Lacy's narrative as we looked through those last year.

### **Adjournment:**

**MOTION: Eric Bennett made a motion to adjourn. Dane Gillin seconded. Motion carried. Meeting adjourned at 6:08 p.m.**

### **Schedule for Next Meeting:**

The next meeting is scheduled for Wednesday, May 27, (online) starting at 5:30 p.m.