

**Services and Activities Fee Committee
Minutes
October 21, 2020**

Called to order:

Christian Castilleja called the meeting to order at 5:32 p.m.

Attendance:

Aubrey Heim, Björn Pellmyr, Brandon Wear-Grimm, Christian Castilleja, Deanna Corsilles, Gregg Schlanger, Jessica Thomas, Joseph Bryant, Josh Hibbard, Lacy Lampkins, Masina Ieremia, Terry Wilson, Yunus Timurtas, Zoe Brown

Agenda:

MOTION: Björn Pellmyr made a motion to approve the agenda. Jessica Thomas seconded. Motion carried.

Minutes:

MOTION: Yunus Timurtas made a motion to approve the minutes of October 14, 2020. Björn Pellmyr seconded. Motion carried.

Reports:

Chair – None.

Advisors – Welcome to Bjorn. Let us know if you have any questions after watching the training.

Bjorn introduces himself.

ASCWU – None.

Public Comment:

None.

Old Business:

A. Supplemental Budget

i. Student Involvement

Presented by: Jeff Rosenberry

Questions: What are your thoughts on the S&A changes for this year? I think the committee serves a wonderful purpose to provide opportunities to base funded areas and hold them accountable. Supplemental funding does not seem like a strong use of time.

Can you provide insights on current funding and limitations of Student Involvement? Our office coordinates club aspects including funding supported by ASCWU. Funds council meets to give money for clubs or academic initiatives. There is currently no mechanism to support a student that doesn't fall into a club or org.

Could we set that up? I think that is what this conversation is: for Student Involvement to support these requests. Another limitation is our current funding. Some areas receiving S&A allocations are underfunded to provide the support students need.

Are you in favor of the motion from last week? Without reviewing it, I couldn't say. I am in favor of you helping departments to better support students.

A barrier would be the sustainability of our office keeping up with requests. I think we can do it this year with fewer requests coming in. Our office is understaffed to be able to do that annually.

Would Student Involvement be added to the list of areas that could grant funding? Student Involvement is already involved in funding. This would just be more direct, rather than students going to multiple funding sources.

There are no mechanisms for students not in clubs? That is what this conversation is for. There is a software in place to let us pilot this.

Could we have Student Involvement put in a supplemental request to support this? Yes, they can put in the request, which would come to you all to vote on.

I think this is a great opportunity to see if this works so we can write in funding for these areas for the next quadrennium.

Do you have capacity in your budget now to take on funding for clubs and orgs? Current funding would not support funding requests from students.

I'm not sure if this is the right thing to do.

Students need to jump through many hoops for S&A, and it is reimbursement only. With ASCWU and Student Involvement, funds can be released almost immediately. It would be more accessible to students. Funding through ASCWU and Student Involvement also comes with support from those offices to set up travel and means they don't have to front the cost.

Last year students that were given reimbursement were directed to your office. In the past, I haven't seen the need to focus as much on base funding. If you need another staff person, that would cut into this funding.

Students may have been instructed to come to our office in past - but in the last year, Student Involvement has funded less than \$1,000 in non-club support.

We did already vote on this last week. This discussion is not for future years, it is for this year. Students voiced concern about the amount of time spent on supplemental and travel when there are already processes in place. The committee is intended to fund things that affect the whole campus, not small groups.

We are not asking for another staff member. Right now, we just want to see if this will work and will help our students. If it does then we can look into it going forward.

My understanding was that the problem with reimbursement only was solved last year. SURC Accounting cannot release funds before an event or trip. Student Involvement was able to release funds to clubs and orgs that had supplemental requests approved, and then they were reimbursed. Student Involvement is only receiving base funding for clubs and orgs. They can only use the funds for what they have been approved for. If individual students come in, Jeff would need to do a supplemental request to allow that. By providing supplemental funding to Student Involvement for this purpose, it allows Student Involvement to fund individual students.

The big picture is last year S&A wanted to focus more on the larger budget of base funding, rather than the smaller supplemental budget. The only way to have the time to focus on the big picture, is to hear from base funded areas and not students. If the students don't have enough resources in those areas, the base funded groups come to us for more. S&A should work on how to best support base funded areas so they can best support the students.

This makes sense to me, even outside of this year. Last year we were looking at evaluating base funding. We can work on this in non-base funding years.

I understand that Student Involvement may be overburdened. Is it possible to create an additional committee alongside S&A to hear these requests and fund the students? CWU has too many committees and it bogs down the process. Having another committee will add to the time it takes to be funded. This year is the test run, as there are a lot of restrictions this year. If this were to continue moving forward, it would likely be that base funded groups would need to reassess and adapt as needed.

Can we give more funding to Student Involvement and have the students go there? Yes, if Jeff brings forward a supplemental request.

Since you are base funded we would have an annual report from you and be able to make sure the funding is used equitably. Because this is a pilot, I would do a quarterly report

rather than an annual. My biggest concern is being equitable. If this streamlines the process, then it is good. One other area in Student Involvement is the Publicity Center that we can utilize to get the word out.

I will work with Lacy to get a historical perspective on what has been spent, so my request aligns with that.

The motion is only for this year, and if it works, next year can do this again? It was for just this year, and next year will be up to the next committee. We can make recommendations to next year's committee.

Could we return the excess money to the students? We cannot because of RCWs around student fees. Could we lower the fees? We are not collecting money for supplemental funds. Supplemental is unspent money that comes back. Not charging the fees would result in cutting or ending base funded areas. This funding is bonded, so there are a lot of regulations regarding the bonds. It takes a lot to adjust the fees. The supplemental process allows us to allocate the extra money, but it is not the money coming in. So, if we have extra money, are we taking in too much? We have been collecting this fee for 16 years. There is about 1% or 2% that has not been sent. This funding can only be used on one-time funding based on regulations.

ii. Vote on supplemental budget for FY21

Discussion: We have already made the decision about only hearing from base funded areas. We would need a motion to set the budget.

Is it wise for us to wait to see what Jeff determines he may need for this year? A budget can be set and the committee can vote to change it later. The idea of the budget is to try to be fiscally responsible, but we also want to be aware that things may come up that we cannot foresee. This year we have nothing to compare to. The requests we get this year will be for larger dollar figures. We can always adjust later. Last year we set the budget at \$400,000, but with spending freezes we will likely need less.

MOTION: Brandon Wear-Grimm made a motion to set the supplemental funding budget for FY21 in the amount of \$250,000. Björn Pellmyr seconded.

Discussion: Advisors, do you think this is a good amount? It is a good starting amount. The \$400,000 is the largest we have had. \$200,000 to \$400,000 is the typical range. \$250,000 sounds reasonable. Things may open up and we can address that later.

Have you had conversations with base funded groups that suggest larger requests are coming forward? There will be excess funding in some areas. Some areas may come forward needing to reallocate their funding. Or we may get singular large requests from groups like Student Involvement. As far as major requests, some always come. We will likely see once the budget is set, because many groups wait for the budget to be set.

Last year S&A gave out a little over \$50,000 to non-clubs/orgs. Requested was over \$200,000. If we expect things to be mostly frozen - it would be good to account for the full year, but not go all the way to \$300,000. That seems fair.

The previous motion was called. Motion carried.

New Business:

A. Base Funding

i. Process Outline

Joey shared an outline of how Base Funding will work for the year. This is tied into procedures. December 1 is the deadline for Base Funding requests and for annual reports. Over winter break, the advisors will review. The groups will present during Winter Quarter. They will be broken down by categories, so related groups will come in together. They have 10 minutes to present, and 10 minutes for questions. We will set aside a chunk of time to deliberate on all requests. Lacy will bring a projected annual allocation amount. By March 19 we need recommendations and justifications. They go to ASCWU and PBAC for feedback. No later than April 16, we get feedback. If there is feedback, we can agree and make changes, or go through a conflict resolution process. By April 21, we send recommendations up to the BoT. They will vote on our recommendation, and they have the ability to change it. The Base funded areas may not know until May or June if they will have funding for the following year.

Questions: For changes to the academic calendar, will it affect this timeline? Fall quarter is the only quarter that was adjusted. We still gave base funded areas the December 1 date. Many of these dates are part of policies.

ii. Funding Priorities Discussion

Joey shares the University guidelines for base funding:

<http://www.cwu.edu/resources-reports/cwup-8-40-040-services-and-activities-fee>

We have priorities, but there is flexibility and we have the ultimate authority. Priorities do not mean we are required to fund them; we still need to look at them critically. Lacy will give us the dollar figure available for funding and what was requested. We would go through the things we know we have to fund

like bonds. We would look at the current funding and discuss if anything needs to be cut or discontinued. We would look at new requests and determine if any are a priority. For programs that already exist, we need to provide justification as to why we would want to cut funding. It is helpful for the committee to look through requests ahead of time and know what they want to discuss.

If there are other priorities that the students have, we can have that discussion as we start seeing the requests. Next week Lacy will go into the breakdown of current base funding.

This year is going to be different for us. This is one of the most important committees with student voice and student impact on the campus. We have a lot of tough conversations and decisions.

Other Business: Communications Received

We have received our first supplemental request. All of the base funding units were sent their annual report budget information and documents, which are due December 1.

I had some questions from the Office of International Studies about base funding – do I need to share this here? This is more for official communication.

Is this just incoming or outgoing communication? This is typically incoming. We often share about outgoing communication in reports. Have we told the CWU community that they need to go to base funded areas rather than us? It is on the website, and all requests go to SURC Accounting, and they have socialized that. It will be better after Jeff does his request so the message is more structured with the areas offering funding.

Public Comment

I'm inviting you all to the MSA event on Friday. Also, don't forget to vote!

That speaker this Friday will be great. The Zoom link will be sent out by tomorrow night.

Sorry that I haven't been as active in the meetings. I have been working during this time. I have been listening in and being active when I am able.

Thank you for participating when you are able.

Adjournment:

MOTION: Jessica Thomas made a motion to adjourn. Björn Pellmyr seconded. Motion carried. Meeting adjourned at 7:13 p.m.

Schedule for Next Meeting:

The next meeting is scheduled for Wednesday, October 28, online starting at 5:30 p.m.