

**Services and Activities Fee Committee**  
**Minutes**  
**January 6, 2021**

**Called to order:**

Christian Castilleja called the meeting to order at 5:30 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, Yunus Timurtas, Zoe Brown

Excused: Terry Wilson

**Agenda:**

**MOTION: Björn Pellmyr made a motion to approve the agenda. Brandon Wear-Grimm seconded. Motion carried.**

**Minutes:**

**MOTION: Yunus Timurtas made a motion to approve the minutes of November 4, 2020. Brandon Wear-Grimm seconded. Motion carried.**

**Reports:**

Chair – There are a lot of presentations today, so try to ask good questions and respect everyone’s time.

ASCWU – None.

Advisors – We will go over the schedule of S&A presentations and the deliberation guide. The schedule shows all base funding requests for the year and they are grouped together by programmatic types. This does not take into account other business that may be added to the agenda. The last week of the quarter is tentatively held for committee deliberation. We will likely need more time for deliberation.

The rubric is a guide to use. This process is over 10 weeks so it is helpful to take notes to remember. Any notes need to be submitted as public records. Don’t jot down irrelevant notes because it is public record. The rubric goes through things in our policies and procedures. We will deliberate in week 10. Part of our funding priorities (S&A Guidelines section 2.A.3) are that the committee “must give priority consideration to preexisting contractual obligations, debts already incurred, legal obligations, contracted agreements recognized and approved by the committee, the Student Union and Recreation Center and support costs, and stability for programs affecting students”. The documents are your own guide, so use them as you will. Some

of the presenters tonight are presenting multiple areas together, because they make sense. Presenters have seen this rubric, but definitely ask any questions you have.

Questions: Do we have to fill out the rubric? No, you can use it if you want, or you can have your own notes. The base funding requests will be sent out via email each week before they present. At the end of the quarter, please send all notes to Aubrey. Some of the links on the request I did not have access to. Can we go over an example base request? The links were attached as additional documents to the PDF you received. When we deliberate, do we rank the requests or what does that look like? We first discuss any requests that the committee feels they don't want to fund. Some we will have to fund based on priorities, then it is up to the committee to decide if there are some that the committee wants to lower funding on. It would be good to hear all of the requests before you decide where you stand on any of them. Can we set up a Teams folder with all of the presentation materials? We will work on setting that up.

There is a total of 53 requests for \$8.3 million dollars. We are allocating \$7.3 million currently. We will look at these areas from FY17 to FY22 and the amounts allocated or requested in those years. It is helpful to look at the financials ahead of time. The annual reports are on the website, and they are also attached to the base request.

Questions: FY22 is what is requested? Correct. Everything else is what was allocated. Can we get a copy of this document? We can work on getting this out. We will have the data accessible during deliberations also. There is a lot of data, so try not to get too far ahead and look at just this week. Be mindful of the time and try to ask good questions.

**Public Comment:**

The DEC is hosting a meeting about recent events in DC on Friday from 2-4pm.

**New Business:**

**A. Base Funding Requests – Presentations**

- i. Student Union Operations/SUB Custodial/SURC Engineering  
The Student Union Building is a community gathering space with programs, services, and facilities for student learning and growth. SURC Engineering oversees maintenance and receives full S&A funding, SUB Custodial and Operations are partially S&A funded, and partially funded by the SUB fee. There are 45 student employees, and they have started cross-training student positions to help with large events, breaks, etc. Last year there were 1.58 million people through the doors and 15,380 events scheduled. This was one of the few areas to stay open during the pandemic, and found new ways to support students, faculty, and staff. They are asking for flat support in the budget for student/staff wages and benefits, and goods & services

Presented by: Cherie Wilson

Questions: How are you anticipating operations to change permanently due to the pandemic? I don't see changes permanently. We hope to be at 100% fall quarter. We need to start looking at rehiring to prepare for fall and hit the ground running. I saw you are requesting less than fiscal 21, why the decrease? Based on the cost of staffing, we have current vacancies. Operations is requesting less, but the total of all the departments is the same. We have had to emphasize more on custodial because of the pandemic. That is why there is this shift. Did you fire any students during the pandemic? No, we kept them all on but moved some around to help other areas. We did not hire any new students, but kept the students that continued on. The paperwork mentions student benefits, what is that? The benefits is the cost of employees, so things like sick time. There is a slight increase to the request across the board, if you don't receive that increase what would be the impact, and what would the impact be if we decreased funding by 15%? The 3% increase in goods and services is due to utilities, insurance, and cost of repair since these expenses continue to go up. If there were a 15% cut, it would be in positions. We would lose student and staff positions, which would reduce the services available to students.

**ii. Recreation**

As this presentation is for five combined areas, Matthew requested a total of 15 minutes for his presentation time.

**MOTION: Yunus Timurtas made a motion to extend the presentation time allotted to Recreation by 5 minutes. Brandon Wear-Grimm seconded. Motion carried.**

Recreation has 15 professional staff with three current vacancies. They have received S&A funding for over 10 years for their 160+ student staff and 5 facilities. This year they are trying to engage students virtually rather than in person. In 2018 they did a study on student Recreation demand and saw students were demanding their services. They are requesting the same amount, but are doing more with it. Rec fee increased by \$15 in 2019 due to minimum wage increases and the new facility. COVID impacts have made enrollment volatile. They have projected 10% budget cuts, and had to shut down in spring quarter and lost revenue. They created programs for their students to earn money through training, and maintenance. They delayed capital improvements and preventative maintenance. Their funding sources are the Rec fee, S&A, and self-generated. Rec Admin is used to support professional staff, and allows the Rec fee to be used for student services. Camp c-woo goes to student staff training. OPR goes to student staff who go through many hours of training and certification. Sport clubs and Intramurals are fully S&A funded, and those funds are used for student staff, equipment, supplies, programs, and travel. Travel is the largest part of the budget for sports clubs. This year they could not travel, so they have carry-over they would like to use to prevent clubs

from coming to S&A for supplemental requests. Intramurals biggest part of the budget is student staff, which is changing due to minimum wage increases. They collect student feedback in multiple ways and have worked with the Provost's office to do a study which found a statistically significant positive impact on students that utilize the Recreation Center.

Presented by: Matthew Boyer

Questions: For Intramurals, you charge \$20 per team? Correct. So, that is about \$5,000. For the sports clubs, they all have fees. Why? Sports clubs are student organizations and self-governed. Each sport has their own needs such as equipment, uniforms, or registrations. We help to support them in other ways based on their participation. The club determines their own dues, which is why they vary based on their needs. The S&A funding does also pay for club insurance for our members. There is self-generated income from intramurals of about \$5,000, which was used to offset minimum wages. Dues help to pay for gear that teams purchase and they own. Uniforms are personal items so members pay for their own so it can go with them. Is the revenue from the rec fee part of the other funds received? Yes. Anything else? Also self-generated revenue from memberships, facility rentals, etc. What is self-support? They can sell memberships to faculty and staff, sell goods, or rent facilities. It can be a mixed bag of amounts. What are the other funds for Camp C-Woo and OPR? OPR is also funded through Rec fee money and some self-gen from equipment rental. The only two areas that are entirely S&A funded are sports clubs and intramurals. Are you projecting the expenditures to be higher or lower in coming years? Some go up naturally like utilities, but we will manage the costs that we can to make our budget balance. We are trying to do more with the space we have. I believe that students will want to come back and engage after COVID. But COVID has allowed us to explore other virtual avenues as well. We will manage our bottom line to our budget. We have delayed some purchases. We do have some student fee money that stays with our department that we can use for new tech or equipment. What would the impact to your operations be if there was a 15% reduction? We had modeled this as a team and the impact tends to fall on student wages, especially with minimum wage increasing. We want to make sure we are still engaging students, so it is typically wages that are cut. It would reduce either programs or student salaries. Capital improvement is also delayed.

**iii. SURC Accounting/Student Funds Financial Manager**

Lacy is the Student Funds Financial Manager and oversees SURC Accounting. The purpose of this position is to provide timely and accurate fiscal information about S&A Fee funds, and the SURC and Rec Center fees. Lacy also provides advice to those seeking funding, and serves on S&A. This request is for a 7% increase in funding.

SURC Accounting provides budget and account services to clubs and orgs, and processes reimbursement for those that have been funded. This request is for a 3%

increase in funding. This funding would be for professional and student staff, goods and services, and equipment. There are three full time staff and 5-6 students (only 2 right now). No students were let go this year, but some didn't return to campus. SURC Accounting affects the Centers as well, as they are base funded. There are also Westside clubs and they help to process their fiscal needs. There was not a lot of activity this year, but this is expected to change post-COVID. SURC Accounting can support students acting without a department or help departments and administrators running programs. The services are dictated by student fiscal needs.

Presented by: Lacy Lampkins

Questions: With the restructuring with Club Council and S&A allocations, how did that affect SURC Accounting? With all of the changes from ASCWU, work on our end does not change. Whether working with a student or a department, the work is the same. We work to be efficient to help the students be reimbursed as quickly as possible. What would be the impact of a 15% reduction? We don't really have any goods and services. The impact would be staffing, maybe a fulltime position being reduced, or student employment. How are you functioning with only two students? Is it difficult? It is working well. We are lucky to have great students and they can work more than normal with their class schedules. We are normally open 8-5 M-F and haven't had that as much this year. We have had a lot of virtual meetings, whereas normally there is a lot of foot traffic. We are doing just fine now, but once we open up we will need to hire more.

**iv. SURC Bond Payment**

We fund facilities with bonds. When students decide to build or renovate, we help them and need a commitment going forward. This request is for the 30-year bond on the SURC. We have a yearly legal commitment of \$850,000 for the SURC. The bond runs through 2034.

Presented by: Gregory Heinselman

Questions: Who does the money go to? The bond was sold on the open market through a broker and the university does not know who owns the bond. Many are owned by the Guggenheim museum. Not the government. If that bond payment is not made, the state of Washington would penalize us extremely hard. If a bond issued by CWU failed then it is an indication that everything in Washington is at risk and interest rates would go up. If we default on the bond, any future developments would cost more or would not be allowed. We have a bond rating that is determined by how we pay the bond. We finance the resident halls the same way. This is all funded by S&A, not the SURC fee? Yes. The Rec Center and Student Union have their own bond payments as well. What would you do if the funding was reduced by 15%? We would default on the bond and get in trouble. With enrollment numbers decreasing, it is concerning to have enough fee income to make

these bond payments. Going through the accreditation process looks at the strength of our financial situation as well.

v. CWU Administrative Fee

The University community has agreed on a negotiated amount for an administrative fee, based on the Killian Outline and RCW rules. The S&A funds cannot be used for general university overhead, and must be tied to services provided to S&A departments and purposes. Over time, a list of departmental costs and allocation methods have been negotiated and adopted. These departments keep track of what percentage of work is S&A related. These are Accounts Payable and Travel, HR, Information Technology, Payroll, Purchasing and Contracts, and Student Financial Services. Each of these departments could be a little smaller if they were not supporting S&A functions.

Presented by: Patrick Stanton

Questions: The amount that is requested originally was \$391,000? We submitted the request based on the amount we had previously requested because we did not have these calculations with everyone working remotely. Last time we requested \$425,000 and were allocated \$391,000. What would happen if there was a 15% reduction? The budgetary strain was different last time, because now we are anticipating cuts to state funding. We may end up in the arbitration in that case. Ultimately, all those departments would end up with some sort of cut and would likely cut student positions. Can we ask for additional data? Yes. Can you provide us with a breakdown of which part of the admin fee is from each area? I will send the data to the committee. I can also schedule a time to go over it with you. What is arbitration? The S&A policy says that students have a strong voice, but the ultimate decision is with the Board of Trustees. If a disagreement arises there is an arbitration process in the bylaws. Students have the right to challenge the Board of Trustees' decision as stewards of those funds. The last time S&A went through arbitration was 8 years ago about the admin fee. It went up to the Attorney General and it was decided that some of that request was not allowable, which is how this model came about. If you look at the request from 4 years ago, it has the breakdown of the same units with numbers. There is a calculation of what falls into each of the categories. I am available to talk to any of you individually or in a group prior to deliberation. Did this begin to be funded by S&A 8 years ago, or was it before that? Is this the same fee that was charged on the Academic side years ago? The Admin Fee collected by the university is \$4 million total, charged to various departments. S&A is about 10% of the admin fee. To provide the services, this budget is needed. Every other university in Washington State has an admin fee. In other areas, it is applied directly to the areas. Rather than taking this out of the base funded areas directly, S&A pays for the base funded areas up front. The Admin fee is collected and goes to a pool that is distributed? For the past 4 years it is \$379,000 and we transfer that out at the beginning of the year. In other areas, it is charged monthly. We pay a negotiated rate up front, which ends up being less.

**Old Business:**

None.

**Other Business: Communications Received**

We have received all the base funding requests and annual reports. Everyone submitted their annual reports on time and they are all on the website.

**Public Comment**

None.

**Adjournment:**

**MOTION: Yunus Timurtas made a motion to adjourn. Björn Pellmyr seconded. Motion carried. Meeting adjourned at 7:36 p.m.**

**Schedule for Next Meeting:**

The next meeting is scheduled for Wednesday, January 13, 2021, online starting at 5:30 p.m.