



Western Washington University Associated Students
AS Student Enhancement Fund Committee

10/21/2020
Microsoft Teams

Board Members: *Present:* Rachel Zamora (SEF Coordinator)
Noemi Bueno (AS Business Director),
Travis: Club events coordinator
Daniela (ESC Assistant Director for Club Logistics)

Absent:

Advisor: Raquel Vigil (Business Director)

Secretary: Aarushi (Board Assistant)

Motions:

SEF-19-W- Approval of... *Passed.*

Rachel Zamora, SEF Coordinator, called the meeting to order at 3:32.

I. Approval of Minutes

MOTION SEF-19-W- by
To...

Second: *Vote:* *Action: Passed*

II. Revisions to the Agenda

III. Action Items

A.

MOTION SEF-19-W- by *[insert name]*
To...

Second: *Vote:* *Action:*

IV. Information Items

A.

V. Other Business

- Rachel went through the training PowerPoint for the SEF committee
- Then she went through a detailed description of the application process
- She specified how she will probably put all the agenda, the application and budget before the meeting on teams one or two days before the meeting.

- If there is a consensus in the committee meeting, then it can be moved to an action item
- If more information is needed, then Rachel will reach out the applicant and they will move the information item to an action item in the next meeting
- Rachel added that this committee will meet every week at the same time.
- Raquel stated that Rachel is going to ask the applicants questions she thinks the committee would ask. This way the committee will have the best information possible to make a decision
- Rachel also asked if the members had a chance to look at the guidelines for the committee. She said that they should review that because they will probably revise that in later meetings.
- They moved on to how COVID-19__0 affected things
- Rachel stated that the approve applicants were either refunded of carried forward. And applications that were not approved yet where denied because there was a travel ban and there wasn't anything that they could do.
- Rachel stated that Dorothy Alfonso did not attend south by southwest but was supposed to. The march dates were the rescheduled date for the conference.
- Rachel also commented that she did not know if those were the exact dates and she will reach out to confirm those.
- Mary Fitzgerald the AI GA design was supposed to be on conference nov.12 through the 14th. And the Rylan and locater solar and batteries storage SE Nov. 9th – 10th. Rachel said that the travel ban is still in affect at these times so students will not be able to attend these conferences
- Raquel pointed out that if the conferences are held virtually then this committee would gladly pay for the cost that the students would need to attend. She also pointed out that they cannot pay for travel or lodging because of the travel ban currently in place.
- Rachel stated that the budget for this year was 19,586 and with her wages the budget is 4,586. She said last year that the budget was 50.000 and with her wages it was 35.000 so there had been a reduction due to COVID-19.
- Rachel also stated that because there is a travel ban that there are not that many applications comings in. So, one thing that they do need to do is to decide how they are going to distribute these funds and if they are going to distribute a certain amount quarterly or a certain amount per applicant
- Raquel stated that during the COVID-19 they might be able to use some of Rachel' salary savings depending on how many hours she works.
- Raquel asked Noemi if this committee could talk about if they felt the need for additional funds, can they make a request that she would carry forward to the finance council to find where some additional funds might come from
- She also pointed out the money allocated for spending on large events will probably not be used due to the pandemic so she was wondering if we could ask to repurpose that 5.000 dollars to this account. She also stated that

because of COVID-19 there may not be a lot of activity so they may not be able to know the amount of money they need to distribute before applications start to come in.

- Noemi commented that they committee can get more money by moving money from one of the reserves because this year will not have. She also spoke about requesting funds SEJF because the budget has shrunk 1/7th from last year
- Rachel stated that she will reach out to SEJF and schedule a meeting to see hoe the application process work. She asked if she should wait and see how many applications they get before asking for a meeting.
- Raquel said it will be helpful to understand what SEJFs process is and then would wait to ask for funds till they know how much they will need from them.
- Raquel was also able to point out that Rachel as a board leader was able to approve funding requests for up to \$300. These requests she could bring as an info item and the committee did not have to vote.
- Raquel said that they should discuss weather Rachel should have that opportunity to do that or since the budget is so low that every application should be brought before the committee and they make decisions on the applications together
- Travis said that they should lower the cap allowed for every student. Because if they do that the money is still go fast. He said that they should wait and see to what type of requests to see if they need to bring every applicant before the committee
- Noemi agreed with Travis and said that the price can be 180 dollars or much cheaper so they should wait and see how pricing is changing with conferences
- Rachel stated that they are not paying for pricing and hotel so most of the fees are going towards registration. She also said that she feels that it should be made aware to the applicant that it there is a limit to how much they can receive
- Daniela said that they don't know how much will be spending on virtual conferences and she doesn't feel comfortable setting a limit right now
- Raquel: said that as the advisor she said that she would cap it at 200 which would allow them to help exactly 20 students. She also stated that she would feel horrible if a student needs 350 and is not able to pay 150 out of pocket and it might prevent them from their opportunity.
- Rachel asked what they thought about reviewing all applicants
- Raquel: pointed out since Rachel can approve all application up to 300 dollars the committee may not have much work to do, and that's a lot of responsibility for Rachel to have. Then she asked if they would be willing to share the responsibility to help make those decisions. She acknowledged Travis's previous statement that voting on a \$50 request might feel weird but since the budget is so low it might be good to have applications presented to the committee.

- Rachel also pointed out the year she was appointed the budget the SEF coordinator could approve was \$150 and then it was raised to \$300. She stated if they do not want to discuss this today, she can put this on the info item for next time.
- Travis put a mathematical perspective on it. He said 4000 a year rounds to about 1300 a quarter. If we set the bar at how many students, they could help is 10. So, he said anything over \$100 they should discuss as a committee because then that's when they get concerned about how many people they can actually help.
- Noemi: said she thinks 100 would be a comfortable number
- Daniela: said that she also thinks that 100 sounds like a good number
- Rachel stated that all of spring quarter they did not have any applications. So, they discussed how SEF can improve. She pointed out one of the biggest things is that the current processes of SEF is centered on academics and the conference had to be directly related to the course of the applicants study.
- Rachel suggested that instead of being academic field of study it should be more centered on how this enhances your education and professional development
- Raquel provided the example that last year they had a situation where some black male students wanted to attend the black males summit but since it didn't relate to their majors it was not scoring high enough on the rubric to fund their application.
- Rachel also commented that she updated the website for SEF
- Noemi said that she agrees with the changes that were made because in the four years students are at college are not just academics, the students grow as people to. So the AS supporting students both academically and personally will be a good reflection on the part western and the

Zamora adjourned this meeting at 4:24 PM.