

**Services and Activities Committee**  
**Meeting Minutes**  
**November 2, 2023**

**Called to order:**

Joey called the meeting to order at 5:01pm.

**Attendance:**

Alice Williams, Xander Johnson, Jake Robinson, Joey Bryant, Mia Young, Erin Sargent, Nicholas Villa, Jared Osborne

Absent: Spencer Winters

Guests:

**Agenda:**

**MOTION: Alice made a motion to approve the agenda. Jake seconded. Motion Carried. 3 (yes), 0 (no), 0 (abstentions)**

**Minutes:**

**MOTION: Alice made a motion to approve the updated minutes from 12/19/23. Jake seconded. Motion Carried. 3 (yes), 0 (no), 0 (abstentions)**

**Reports**

I. Chair:

a. None.

II. Advisors:

- a. The committee received a supplemental funding request from a student club, which is not a base funded unit. The advisors will update next week but it might not go forward since supplemental requests are only allowable for base funded units
- b. Erin and Joey will be meeting later this week with Joel Klucking (Senior VP for Finance & Administration) to review the budget situation, which will be discussed with the committee in the future
- c. Joey will be out of the country next week, but will be at the S&A meeting after

III. ASCWU:

- a. The Fee Fair is still happening Nov 17<sup>th</sup> and if there is a S&A member that would like to represent the S&A committee, or S&A Fee, reach out to Nick (ASCWU Executive Vice President)

**Communications Received**

None

## **Public Comment**

None

## **New Business:**

- A. Base Funding Allocation Usage Request – Career Services Westside *Presented by Katrina Whitney and Merridy Rennick*
- a. Both presenters are directors of career services. Katrina is the Director of Career Services and Merridy is the Assistant Director of Career Services on the West Side
  - b. Career Services Westside Updates
    - i. There was a vacant position June 2022 due to retirement. They just hired a career counselor position at the Westside Centers
      1. This update in the org chart maintains Merridy as the Assistant Director. The recent new hire is a career counselor, which has led to salary savings
    - ii. There is S&A Base funding of \$170,129. \$129K went to 2 professional positions. The new iteration of org chart resulted in salary savings. They are asking to re-allocate this remaining balance to be applied directly to students
    - iii. Currently there are wages and benefits of \$169,581. The new proposed update is \$148,78, which is due to the new position being just a career counselor
    - iv. Goods and Services (phone, paper, supplies, etc.) would remain as the previous allocation, which is \$548
    - v. This proposal would enhance Student Programming Services for the Center on the Westside with the salary savings
  - c. There would be salary savings of approximately \$20,800. They are requesting these salary savings to be allocated towards Student programs. Student programs are defined as
    - i. Career Treks
      1. Gives students the opportunity to go to actual business companies, check the facilities, and company offices
    - ii. Etiquette Dinner. Merridy has done an excellent job at providing etiquette dinners to the center students.
      1. Provides opportunities for students to gain firsthand knowledge and experience while providing them with a full course meal
        - a. Teaches students proper etiquette and networking skills when meeting employers, which makes students more confident when they attend network events (or attend business dinners)
    - iii. Travel to Career Fairs
      1. Reserving vans would assist students in getting to career fairs on the west side and potentially main campus
    - iv. Employer Visits, Information Sessions, and Panels
      1. Merridy and the other staff have a limited budget to cover professional costs, so opportunities to directly provide student

services are limited. The salary savings would enhance these services directly to students.

B. Questions?

- a. Alice clarified that they are looking to roll over funds to continue supplementing career services
  - i. Katrina clarified that they want to use the salary savings (from going from an assistant director to a career counseling position) to directly service Career Development and Career Readiness to students, which can look like some of the things previously listed
  - ii. Merridy gave an example of how she held an etiquette dinner on the West Side. The COVID-19 pandemic limited opportunities for students to do in-person stuff. Students love being able to come on campus and do in-person type things. The etiquette dinner was partnered with the community college culinary program, a couple of classes, and professional speakers. This was an educational networking opportunity. However, Merridy is required to ask to use funds for these programs and activities. This has resulted in her being pressured to ask other offices to use money for student programs and activities. Prior to the pandemic there was more S&A funds, which was in their budget to do more fund programming activities. This allocation would provide them back with the funds to offer in-person programs and activities at the West Side locations.
- b. Alice asked if there were analytics for how many students are being served especially compared between now and prior to COVID
  - i. Merridy answered that career services covers data on everything. This ranges from workshops and every activity she has ever hosted in the last 16 years. They could get data in question, but they don't have them now
  - ii. Alice explained that University is financially in a different situation than they were in prior to COVID. There are severe retention problems, which resulted in less money to go around. Any approval would result in a trade-off that would require them to say no somewhere else.
- c. Xander clarified that there was an Assistant Director, now there is no longer an Assistant Director, and in their place is a career counselor, which saves approximately \$20,000. This \$20,000 is floating around their salary budget. The request is to move that \$20,000 from the salary budget into the program budget
  - i. Merridy clarified that it is not extra money; it's the same money that is already there. Instead of having the two more expensive positions, the recently filled position pays less. Therefore, they want to bring that money back to the students and hold programs/activities that students can actively participate in
- d. Katrina added that being in the third year of the quadrennial cycle provides an opportunity to really enhance those direct services to students in a fun and engaging way. This way Merridy and Jessica don't have to think about how they are going to make these services work with very limited funds. This has resulted in the West Side Career Services functioning with a scarcity mindset. With a decrease in students and graduation from high school the S&A Committee can relate to that scarcity mindset. Career Services wants to show the committee that they have very good intentions with what they are hoping to do with that money

by moving it into the programming area. Merridy, Katrina, and Jessica Thomas (new Career Counselor) are very student focused, student driven, student centered, and their goal is to give the funds right back to the students. She is also happy to provide additional data if necessary, as soon as tomorrow (11/3)

- e. Xander asked if there were any specific examples of what these programs could look like and what they are looking to do. They mentioned transportation to career fairs but is requesting more specific examples
  - i. Merridy answered employer visits is what comes to mind. Taking teams of students to career treks and transportation. West side students are heavily affected by traffic, so traveling to the main campus is incredibly difficult. These students would be more inclined to attend if the transportation was not something they would have to worry about. Some activities like an entrepreneur day are happening on the main campus, and she wants to take students to do it. Having that money provides her with the transportation cost to take the students places
- f. Nick asked with the \$20K, how many students would be additionally served and provided these sources and resources?
  - i. Katrina clarified but it comes down to how many students are at the West Side Centers. The purpose is to cultivate better connections to employers to give the students more confidence in their resumes and cover letters, which sets them up for success post-graduation.
  - ii. Katrina added that the main campus has a unique experience of a residential campus where we're all here and in the midst of the campus community. The events on campus relate to such and it's something she's witnessed for 25 year, which leads to a connection that is not the same as the Centers. Students at the Centers don't have same experience as the main campus students. Career services wants to create a way to enhance the feeling of being a wildcat and that they really are a part of the community and campus. The best way to do that is to provide that connection for them, to have a panel discussion to host a refreshment time, or connect these students to potential employers. All of which signifies that Central is here for the Center Students' success just like it is on the main campus. These centers students have additional factors to consider such as jobs, carrying for dependents, financial responsibilities, etc. that may prevent them from being as engaged as they would like to be. This could enhance the experience for students to offer these opportunities without forcing these students to make difficult decisions.
- g. Jake asked if this would help the other centers as well
  - i. Katrina clarified that it would cover Sammamish, Lynnwood, Des Moines, Pierce, and JBLM

### **Old Business**

None

### **Public Comment – Second Call**

Xander thanked Katrina and Merridy for presenting. He thinks the information presented was valuable and the committee will discuss the outcome on this next week.

Katrina and Merridy thanks the committee for having them.

Jake addressed the presence of the Chair, Jared, who made a quiet appearance in the middle of the presentation.

**Adjournment:**

**MOTION:** Alice made a motion to adjourn. Jake seconded. Motion carried. Meeting adjourned at 5:48 p.m. 4 (yes), 0 (no), 0 (abstentions)

**Our next meeting will be November 9, 2023 (online) at 5:00pm.**

Check out our website at [www.cwu.edu/services-activities](http://www.cwu.edu/services-activities)