

Services and Activities Committee
Meeting Minutes
March 7, 2025

Called to order:

Eli called the meeting to order at 2:00 pm.

- **The Chair motioned to postpone the meeting until 2:30PM**

Eli called the meeting to order at 2:30pm.

Attendance:

Erin Sargent, Arik Spring, Robbi Goninan, Eli Alvarado, Mia Young, Nicholas Villa, Oscar Martinez, Marisol Torres Alcantar

Absent: Yahir Calderon Sotelo, Ian Seymour, Nick Moreno

Guests: Genevieve Doshier, Katrina Whitney, Merridy Rennick, Jessica Thomas, Lynn Bethke
Dr. Karisa Terry, Heather Johnson, Greg Schlanger, Ali Ünal

Agenda:

MOTION: Arik made a motion to move the supplemental funding request up to be above the new business. Oscar seconded. Motion Carried. 4 (yes), 0 (no), 1 (abstentions)

Minutes:

MOTION: Arik made a motion to approve the minutes from 2/28/25. Oscar seconded. Motion Carried. 4 (yes), 0 (no), 1 (abstentions)

Reports

I. Chair:

- a. None.

II. Advisors:

- a. Erin shared that Joel Klucking approved the supplemental funding request to reallocate the funds from PULSE Magazine to the Observer to cover their travel.
- b. Their remaining Supplemental Funding Budget is \$80,601.65.
- c. Robbi noted that any additional S&A Committee member that has additional questions regarding any Base Funding Areas need to be sent to the Advisor, Robbi, by Monday EOD.
 - i. That way she can send those questions out to those areas, and those areas will get 3 days to respond to those questions. This way any last minute questions from the committee can get answered before deliberations start on Friday at 2PM.
 - ii. Questions can range from budget lines to wording.

III. ASCWU:

- a. None.

Communications Received

None.

Public Comment

None.

Old Business

A. Supplemental Funding Request – Deliberation

- a. 2513: ASCWU Sweezy Day- \$2,950.00

MOTION: Arik made a motion to approve the supplemental funding request. Oscar seconded the motion.

- i. The amount was clarified as well as the remaining supplemental funding budget.
- ii. ASCWU made a strong case for this to be approved.

MOTION: 3 (yes), 0 (no), 2 (abstentions)

New Business:

A. Base Funding Request – Presentations

- a. Career Services, Westside

Presented by Katrina Whitney, Merridy Rennick, Jessica Thomas

- 1. Their mission is to empower their diverse students with the skills knowledge and experience necessary to thrive in today's demanding global market. They offer personalized career coaching, internship support, employer connections, and career readiness programming. Every student, regardless of their major and background, has access to opportunities preparing them for their future. Over the past year they've been seeing a growing demand in career development support both in person and with their virtual career center. Students are actively seeking internships, career guidance, job opportunities and it's crucial to continue to expand their reach and impact. The funding they are requesting will allow them to continue their services, increase student engagement, and better support student's career journeys.
- ii. Overview
 - 1. Who We Are
 - 2. About Center & Online Students
 - 3. What We Do / Service Offerings
 - 4. Impact / Engagement Data
 - a. Packet and handout
 - 5. Budget Information / Funding Request Description
- iii. Who We Are
 - CWU Centers & Online Counseling Staff
 - 1. **Jessica Thomas - Career Counselor**
 - a. (Cyclic, 10 month, 1.0 FTE)

- b. Serves Des Moines, Pierce, and JBLM campuses onsite as well as some of their online students
- c. Graduated from Central and was on the S&A Committee the last time they did the quadrennial ask

2. **Merridy Rennick - Assistant Director & Career Counselor**

- a. (Cyclic, 10 month, .84 FTE)
- b. Based in Lynnwood but supports online too

iv. Where they Serve Students – About Centers & Online

Des Moines	149
Lynnwood	126
Moses Lake	20
Online	1955
Pierce County	80
Wenatchee	27
Yakima	57

- 1. In person Services at:
 - a. Lynnwood Center, Des Moines Center, Pierce County Center, and Stone Education Center on Joint Base Lewis-McChord
 - i. They are the **ONLY** S&A base funded area to provide services **onsite** to our students at Joint Base Lewis McChord.
 - ii. AY 23-24 had 24 JBLM military affiliated students
- 2. Numbers are pulled from their advising software

v. Where We Serve Students - About Centers & Online

- 1. First graphic illustrates which campus the students they had appointments with are registered at.
- 2. Second graphic illustrates that the majority of their students identify as Non-Traditional.
 - a. Many Center students are place bound. Some are parents, some have full time jobs, or mortgages
- 3. A variety of students come with a variety of ages and situations.
 - a. Last year they had a 60 year student return to school to become an accountant.
 - b. International Students – 30% of the Lynnwood students.

vi. About Students Using Our Services

- 1. Class Standing
 - a. They get a lot of seniors which can be due to the pressures felt to utilize career services and do some things in relation to their career management. At the Centers some students

are coming in with their associates already earned. General education are not being taught onsite at any of the centers so that would make a larger senior and junior population. They have quite a few graduate students there as well.

2. Race
 - a. Serves a broad variety of students which is representative of the campuses they are servicing as well.
- vii. Meeting the Needs of Center & Online Students where they are al and where they need them
 1. Holding Information Sessions, Workshops, Appointment Opportunities at Varied times and Varied Modalities
 - a. Onsite at Lynnwood, Pierce County, Joint Base Lewis McChord, and Des Moines
 - b. Online
 2. Hosting Opportunities at Varied Times (Outside of Traditional 8AM-5PM)
 - a. Early AM Appointment Windows
 - i. Accommodating for those with fuller schedules
 - b. Evening Appointment Windows
 - c. Information Sessions & Workshops in the Evening
 - i. To be accessible
 3. Intentional programming specific to center student needs
 - a. Education is the major offered at about every campus except Lynnwood. ITAM is in quite of few campuses. There are a lot of the College of Business majors
 - b. A lot of partnering with the academic departments to offer intentional specific programming.
- viii. Services Offered – help with all things career
 1. Career Counseling
 - a. Career Assessments
 2. Document Reviews
 - a. Resumes, Cover Letters, Graduate School Statements
 3. Interview Prep / Mock Interviews
 4. Employer Connections / Internship Development
 - a. Especially ones close to their campus.
 - b. Students on the West Side are especially in need of those opportunities
 5. Hosting Career Related Events
 - a. Information Sessions/Workshops
 - b. Employer Panels
 - c. Career Treks

- d. Career Fairs
- 6. Classroom Presentations
 - a. In-person and virtually
- ix. Increased targeted outreach to center and online students
 1. **Launched a new virtual career center (24/7)** with content specific and relevant to **Center and Online Students**.
 - a. Posts weekly information relevant to these students.
 - b. They just posted about Boeing internships that are open, which was open for a limited time.
 - c. They try to get out that information as quickly as possible.
 2. Provided opportunities to Center and online students to in-person **career events**, networking opportunities and **transportation opportunities to Career Fairs**.
 3. **Weekly emails** sent to center and on-line students advertising Career Events and Workshops.
 4. Collaborated with **Eastside** and Westside center student support staff to market Career Services opportunities.
 - a. Last year they really tried to target Eastside
 - b. They found that the Eastside were primarily using the Online.
 - i. They want to ensure that the Eastside students had tailored services and that they were being served properly.
 5. Resulting in increased participation attendance seen in online workshops and employer panels.
 - a. In the Spring they hosted an FBI Employment panel and had over 70 online participants.
 - b. Workshop numbers are picking up.
 - c. They try to host 3-4 virtual employers panels a year so that it's accessible to everyone.
 - d. They have shifted to cater towards that Online demographic to meet that need of these post-covid years. There a lot more students that are online than there used to be so they make an intentional effort to mee that need.
 - e. They would like to rebrand as a Center and Online since they are not just serving west side students but they are serving students anywhere that are attending central
- x. Data and Evaluation
 - a. Intentional about evaluating their services determine to check out student satisfaction and ensure that knowledge increases. They check workshops and do learning outcomes

to determine if students are gaining knowledge in in their workshops. They look at their strategic plan. The first goal that they are assessing is if they are increasing their access for all students. They have a data analyst staff that works closely with the Director of Career Services.

2. Attendance/participation in services offered
3. Conversations with employers, faculty, Student Services, recent grads, alumni, current students
4. Career Services Strategic Goals Progress
5. Customer satisfaction surveys
6. Work closely with students and clubs
7. Surveys after events and after appointments

xi. Budget

Fiscal Year	S&A Allocation	Details
2026-2029	\$181,300	
Salary & Benefits	\$174,000	1 (10 month) (Assistant Director) 1 (10 month) (Career Counselor)
Goods & Services	\$ 1,000	
Career Treks	\$ 4,000	
Equipment Updates	\$ 2,300	

- a. Predominantly Professional Staff, Assistant Director and their other Career Counselor. They work a 10 month cycle where the Assistant Director gets a 0.84 FTE and the other Career Counselor a 1.0 FTW.
 - i. In a perfect world they would have at least one staff 11.5 months to help more students. They are intentional to not over extend due to budgeting.
- b. Goods & Services are for office stuff and programming events.
- c. Career Treks help engage students with employers.
 - i. They just took 20 students to Costco’s main headquarters in Renton. This has students engage with employers and find out what jobs and internships there are.
- d. Equipment Updates were just replaced 1-2 years ago.
- e. Last year they bought iPads and professional selfie booths so that students could take professional headshots for any event and travel.

2. Asked for State funds Year after Year

3. No Additional Funds
4. Rollover Every Year

xii. Quotes:

1. *"I forgot to email you to update you on my interview with Woodinville City Hall. I got the internship! Thank you for helping me prep for my interview, I believe it was a big contributor to me landing the internship."*
2. *"I would like to thank Merridy for her amazing speech as well as she provided lots of great information regarding Career Service Counselor, which is super helpful for me and other students obviously."*
3. *"I want to thank you Merridy for her valuable sharing and helpful instructions, which allowed me to gain more tips and skills to build a strong resume as well as a persuasive cover letter. I will ask for more suggestions and feedback from Merridy and other Career Service Counselors for my future resumes."*
4. *"I just wanted to reach out and thank you for helping me prep for my internship interview! Your help gave me the confidence to go in there and nail it. I had answers to all of the questions and ended up being selected for the position!"*
5. *"I did receive another job offer for the accounting role at Crane Aerospace with 72k salary. I also received another offer yesterday for the IRS agent role that Tricia interviewed me for when you helped me connect with her but I most likely stick with the crane offer to gain private sector experience along with the better pay. Thank you for the help."*
6. This shows how they impact students and shows what's the most valued

xiii. Questions? Comments

1. On their org chart it showed 4 student employees that not listed in the budget
 - a. Those students are paid for by their 148 funds, which is revenue based.
 - b. Career Services used to have student staff on the west side that transitioned out due to budget cuts/restraints. They'd love to have student staff.
2. The numbers presented don't align with what was on their submitted. The allocation was \$108 but they have \$158 .
 - a. They apologize that and acknowledge that they should've gone off of what they submitted.

- b. \$158 covers the staff and non-student payroll. They took out goods and services by \$5,000 and took out the 23.
 - i. They discussed this with Erin prior to submitted but acknowledged their mistake.
- 3. Last year the salaries were \$130 but now it's increasing to \$181.
 - a. They had a salary savings because someone had retired.
 - b. Someone retired in June then they rehired in November so it looks less because of 6 months of an open position.
- 4. Nonstudent payroll?
 - a. This is pro staff, the 2 10-month staff members.
- 5. Career Services has revenue to support student staff positions but it's not in their budget.
 - a. No because that's their 148 budget which is different from their S&A budget (522 budget). 148 is their revenue budget, which is another budget that they have within their career services. The revenue comes from career fairs where employers pay a registration fee to come.
 - b. It's a separate budget that comes from career fairs and grad fees (small portion).
 - i. It's pretty tight budget and supports other operations. They do 6 career fairs, workshops, and career treks.
- 6. Erin noted that this budget does not support any of the function of Ellensburg but only supports the west side center students.
 - a. Yes. They do take into light all the centers. Centers are a collective. The pro staff will service on the east side.
 - b. Jessica added that they take students from any and all campus.
 - i. They are physically located on the West Side since that is where the Lynnwood and Des Moines locations have 150-200 students in a given year. The East Sides are quite lower in population at this point.
 - c. Merridy added that the breakdown shows where all the different types of students are coming from.
 - i. Center & Online students are paying for S&A too. Their needs tend to be west side student needs. These students tend to be non-traditional and already live on the west side. Sometimes they come to meet in person after being online.

7. Kat added that they are down a staff member on the main campus. They usually have 4 career counselors but they've only been approved to have 3 due to budget constraints.
 - a. There are students can go on their appointments page and if its virtual for Jessica/Merridy and students want their open Online slot then the student can take it. They don't want to deny students and support them in career readiness and development.
8. There was a growth in the travel from 2023-2024. What was the educational impact?
 - a. Jessica went to their national counselor career development association conference. She is a new professional. They wanted to ensure that she is equipped with the latest theory, trends, and all updated career development information. Sending her to the NACTA Conference to further provide for students.
9. Robbi asked when does Career Services start sharing when students can use them?
 - a. They start right away. They are all involved with the orientations. They do the first year experience here on campus, any student service fairs that happen on the west side, and all those centers.
 - b. They hope to start from first year through graduation and alumni.
 - c. When looking at the West Side they know that those Centers are often those Junior/Seniors coming in with a DTA. Some are transferring in from Edmonds or Highline. They come in with a different kind of experience and needs. They are eager to get internships, prepare their professional documents practicing mock interviews, and helping them be ready for those experiences.
10. Career Services clarified that this is only from the west side campus and not all CWU.
 - a. The main campus is supported by state funds and the 148 budget, which supports operations. There's not a lot of funds in 148. They don't have any state funding that helps with operations. It's strictly main campus operations.
11. Is this a 15% or 20% reduction?
 - a. There may not be a reduction. Previously, they had an individual prior to Jessica as a 12-month position. When they rehired they took it down (from Assistant Director to

Career Counselor) and made in 10 month. Due to the trends they were seeing they moved it when they had the opportunity. There is not a budget cut but only a position going from 12 to 10 months.

12. In 2023 it looks like some funds went towards student payroll.
 - a. Erin noted that it was probably overtime. Overtime gets accounted into the student line, which can be misleading.
 - b. Kat clarified that when Jessica was hired they wanted to ensure they were prepped for September. It was to ensure projects were completed on time for projects and workshop. They were prepped for students and not behind.
13. Erin clarified their ask for the next quadrennium.
 - a. The one they submitted without the \$2,300. If they need more funds for equipment they will ask for the supplemental.
 - b. They anticipate getting a couple more years out of their equipment and are happy to ask for supplemental if needed.
14. Erin noted that being the case then they are taking an almost 7% reduction from the original allocation.
15. Kat noted that if anything is confusing or needing more details to please ask.

b. Museum of Culture & Environment (MCE)

Presented by Lynn Bethke and Dr. Karisa Terry

- i. Museum of Culture & Environment requests **\$14,795** in annual Services and Activities funding for the FY26-29 quadrennium.
 1. MCE *Where the Forest Meets the Road* exhibit, Fall 2024
 - a. This was researched and curated by CWU faculty and students in Biology and Museum studies.
- ii. Mission
 1. The CWU Museum of Culture & Environment works with diverse communities, on and off campus, to create opportunities for lifelong learning that foster self-discovery, global citizenship, and environmental stewardship.
 - a. Culture and environment come together.
 2. Photo of a CWU student at *Reptile Encounters* with CWU Biology, Fall 2024. A lot of people came to this.
- iii. More Pictures of what they do
 1. Visitors at exhibit opening of *Roots of Wisdom. Native Knowledge. Shared Science*, a traveling exhibit from the Oregon Museum of Science and Industry, Winter 2025

- a. This is about what it means: native, traditional, and indigenous knowledge coming together with western science and showcasing many different communities in their region. Shows how they help themselves in terms of ecology and traditional culture.
 - 2. Participants in a basket making workshop taught by master weaver Wahpeniat hold up their projects, Winter 2025
 - a. This was done by a Native American tribal member. The turn out was so big that they almost did not have enough room.
- iv. About the Museum:
 - 1. Opened in 2009 in Dean Hall, hosted over 80 exhibits and more than 200 events, house over 10,000 artifacts
 - a. Lynn has been here since 2009
 - b. Dr. Karisa Terry has been here since Fall 2024
 - 2. Free! Open Wed-Sat 10am-4pm during academic year
 - 3. Visitors: CWU students, faculty, clubs, organizations, and the general public
 - a. School visits and community members
 - 4. 3-7 exhibits/academic year traveling and developed by and about CWU students and faculty
 - 5. 3-5 special events/quarter, related to exhibits, current events, and student interest. They often all align with each other.
 - 6. Staff: 1 PT Faculty Director, 1 FT Collections Manager/ Assistant Director, 2 PT Front Desk student staff (S&A funded positions), 0-5 Museum Studies Interns/academic quarter, 0-1 GA/academic year
 - a. PT: Part Time
 - b. FT: Full Time
 - 7. *Where the Forest Meets the Road* student curator tour, Fall 2024
- v. Org Chart
 - 1. Dean of the College of the Sciences
 - a. They are under the COTS
 - 2. Museum Director (Dr. Karisa Terry)
 - a. They report directly to the COTS
 - b. People that report to them include interns and grad assistants
 - 3. Collections Manager (Lynn Bethke)
 - a. Reports to Museum Director
 - b. People that report to them including other interns and front desk staff (2)

- vi. Museum Visitors & Programs:
 - a. Second set of S&A funds that they've received, so this is their third time submitting and appreciate S&A.
 - b. Roots of Wisdom was accomplished due to Supplemental Funding
 - 2. FY22
 - a. **Visitors: 2,754**
 - b. **Public Programs: 5** (reduced for self assessment project)
 - c. **Collaborations:** 3 independent curators, Gallery One, Ellensburg Calls to Action, APOYO, CWU Native American Student Union, Diversity and Equity Center, Theatre Arts, Law and Justice
 - 3. FY23
 - a. **Visitors: 2,928**
 - b. **Public Programs: 10**
 - c. **Collaborations:** City of Ellensburg DEI Commission, WA Department of Natural Resources, CWU Biology and Greenhouse, Asian Studies Program, Latino and Latina American Studies.
 - 4. FY24
 - a. **Visitors: 2,512**
 - b. **Public Programs: 6**
 - c. **Collaborations:** TransRural Lives, curator Miles Miller and Yakama beadwork artists, CWU SOURCE, Biology, Philosophy and Comparative Religion.
 - 5. FY25
 - a. 1583 visitors as of 2/28/25
 - b. 7 public programs
 - c. Collaborations: WA State Department of Transportation, Yakama artists, APOYO, CWU Biology and Greenhouse, AIS, DEC, Mariachi... more to come CWU ATM, PAN, PBE
 - 6. Project Based and Influenced based on collaborations
- vii. More
 - 1. CWU Mariachi Club, Winter 2025
 - a. Dual Language interpretation.
 - 2. Flintknapping with Jim Baugh, Fall 2024
 - a. A Cherokee elder full of knowledge that comes. Co-sponsor him to sit with students for 2 days in November.
 - 3. CWU Biology Talk *Healing Habitats*, Fall 2024
- viii. Museum Revenue Sources – 2 primary sources

1. **S&A Funding**
 2. **College of the Sciences allocation**
 - a. \$15,000 most years, but at discretion of the College and not guaranteed yet has been continuous
 - i. \$2,000 for FY21
 3. **CWU Foundation Account**
 - a. Occasional donations, used for fundraising events
 4. **Donation box in gallery**
 - a. Small dollar amounts <\$100/year, deposited into Museum's Foundation Account
 5. CWU student de-installing exhibit, Winter 2025
- ix. S&A Funding: Putting it to use – Pie Charts
- a. Two big pots are from student works and travelling exhibits. Student worker costs go up and down depending on Work Study and scheduling.
2. FY22
 - a. Student Staff: \$5798.76
 - b. Phones: \$936.76
 - c. Exhibits: \$6800
 - d. Data Base: \$475
 - e. Events/Honoraria: \$1045.18
 3. FY23
 - a. Student Staff: \$7479.58
 - b. Phones: \$936.76
 - c. Exhibits: \$6603
 - d. Data Base: \$475
 - e. Events/Honoraria: \$62.5
 4. FY24
 - a. Student Staff: \$5544.32
 - b. Phones: \$936.05
 - c. Exhibits: \$4203.10
 - d. Data Base: \$475
 - e. Events/Honoraria: \$0
 5. FY25 to date
 - a. Student Staff: \$1781.36
 - b. Phones: \$546
 - c. Exhibits: \$4200
 - d. Data Base: \$475
 - e. Events/Honoraria: \$1103.50
 - f. The \$4,200 is something they haven't spent but anticipate using it towards next year's traveling exhibit.

- g. This year's Student Staff cost will be lower this year due to both student staff being Work Study, which gives them more room for programming.
- x. S&A Funding supports:
 - 1. Front Desk student staff 10-12/week
 - a. Flexibility to hire non- and work study students to best fit role
 - 2. Bring exhibits to campus – curator, renter, motor pool costs, etc.
 - a. *ʔax̣ʷmn* - “To Brush the Water”: Reviving Canoe Culture on the Upper Columbia River (2012 – 2021) – Curated by Dr. Shawn Brigman
 - b. “They thought they buried her, but didn’t know she was a seed” Photographs from Louisville, 2020. – Curated by Erika Williams
 - c. *Sap in their Veins: Falling Trees with Portraits and Oral Histories of the Loggers Who Fell Them* – traveling exhibit from Moscow Contemporary in Idaho
 - d. *The Unchosen Ones* – traveling exhibit from photographer R.J. Kern
 - 3. Provide online access to permanent collection – Online Collections Data Base
 - a. They pay so that people can see things from their permanent collection, which are often not shown behind the scenes.
 - b. Students can start research projects from this collection.
 - 4. Be more flexible with College of the Sciences allocation
 - a. Allows them to be more flexible with other spending sources. Knowing that their travelling exhibits and student workers are taken care of allows them to work with other pots of money in a more flexible way.
 - 5. Bring more programming to CWU students and community
 - a. They want everyone to feel welcome.
 - 6. Front Desk Student Staff Member 2024/25
 - a. Worked with them for two years.
- xi. S&A Funds Requested for FY26-29
 - 1. Current funding level is \$12,576 (from an original allocation of \$14,795)
 - a. No reduction so they can do more with more.
 - 2. \$14,795 requested annually for FY26-29
 - 3. MCE’s total annual goods, services, and student employee budget: **\$29,795**

4. *Roots of Wisdom* weaving interactive, Winter-Spring 2025

xii. Funding Request Basis

Front desk staffing (2)	7585	
Phones	936	
Traveling exhibits	6000	
Collections supplies	1500	
Exhibit production	5000	
Events *	5500	Publicity, travel, catering, facilities
Education	500	Supplies
Operations	1500	Office supplies, professional memberships, insurance
Professional Development	1274	
	29795	

1. S&A funding primarily supports items in bold.
 - a. Events are partial so some S&A things cover it but some things are partial.

xiii. Questions? Comments

1. Someone asked for clarification about their reduction
 - a. They are at \$12,576 tentatively for this year.
2. They're currently in a deficit. Why was there a \$3K deficit at the end of 2023?
 - a. They probably overspent on those exhibits. They are in constant communication with Erin and her staff (Accounting Office). The funding gives them the ability to have flexibility for spending. This may change year to year.
 - b. Erin noted that they had the \$3K deficit and were able to recover all but \$541 of that. Most of it was absorbed with last year's allocation.
3. Is student payroll going to go up after 2026?
 - a. They don't definitively know what their student payroll is going to look like. They used staple numbers with the understanding that number is going to shift one way or the other and that they are going to absorb the costs if it goes above what they have.
4. In 2024 student salary benefits were a \$6,300 in 2026 they're reducing that to \$2,700-\$2,800.
 - a. Part of them was them imagining they'd have two work study students again next year so that they would have a little lower costs. Even if it was just one work study student and a non work study student. They apologize for squishing their numbers.
5. Is the MCE open all year except the Summer?

- a. Yes.
- 6. Tracking student engagement – the MC doesn't have a specific way to do that. Have they thought of doing a tap check in with their SID?
 - a. They have not considered that but they track what students are engaging within the museum space. They're discussing possibly overhauling that for next year and trying to assign who is a student versus who's a community member which isn't 100% accurate with nontraditional students. They might be able to get closer to a number on that.
 - b. They have a lot of different spaces that students may or may not interact with that they might be able to see/track. It's tricky to have students come up to them and track that way. They have been thinking of this.
 - i. It's a continuous questions.
 - ii. They have a gallery that is closed those other 3 days of the week but they have a lot of material in Dean hall. Anytime the Dean Hall building is open they have at least 2 exhibits that people can engage at any time even without the main gallery being open.
- 7. Is the MCE looking to expand on bringing more animals in their presentation or something like that?
 - a. They think of themselves as a service. The idea of funding is an interesting one. Their space is physically small and they don't have anything permanent. They partner with CWU Biology and the green house where they send people over there and they send people back to them. They are trying to create a science infrastructure in that portion of campus.
- c. Sarah Spurgeon Art Gallery
 - Presented by Heather Johnson and Greg Schlanger
 - i. Mission Statement
 1. The purpose of the Sarah Spurgeon Gallery is to offer the campus of Central Washington University and the community at large the opportunity to view and experience art first-hand.
 2. The Gallery's exhibitions and related outreach programs are designed to enhance, engage, and challenge the viewer's knowledge and understanding of art and design.
 3. The Gallery also presents artists and viewers alike with opportunities to explore culturally diverse ideas in an academic environment.

- ii. What **Free** Gallery Programs are funded by S&A?
 - 1. Six exhibits each academic year (open six days a week).
 - a. Monday – Friday and open on Saturdays.
 - 2. On average, 4,000 visits are made to the gallery each year.
 - a. They estimate that 75 percent of the visits are by CWU students, faculty and staff. The other 15 percent of visits are by community members.
 - 3. Lectures and workshops by visiting professional artists, designers, and curators (five talks and one workshop were presented in 2024—2025)
 - a. This academic year will host 5 talks and 1 workshops
 - 4. The images are from an exhibit by Jeanne K. Simmons called Interweavings.
 - a. In addition to displaying her work Jeanne gave a workshop with 40 students. They created a sculpture in the Randall Hall courtyard that anyone can go see. The natural materials for the sculpture were gathered from the green waste piles on campus.
- iii. Organizational Chart
 - 1. The Gallery is in the College of Arts and Humanities (CAH) under the Department of Art and Design.
 - a. Greg Schlanger is the Chair of the Dept of Art and Design and Heather’s Supervisor.
 - b. Heather is the Manager for the Sarah Spurgeon Gallery.
 - 2. Advisory Committee for the Gallery, which is the Base Committee.
 - a. This is for the visiting artists, speakers, and exhibits made up of rotating art and design faculty.
 - 3. 4 Student Gallery Attendants in the gallery, which the Manager supervises.
 - a. Rhiannon Holwege, Diana Mamchits, Kyra Sleigh, and Sophie Svarthumle

iv. Budget Overview

BUDGET OVERVIEW		
FY26 S&A REQUEST	\$35,300	Increase requested from \$31, 950
Student Payroll	\$10,000	4 student workers, \$16.66/hour, 29 hours/week
Student Benefits	\$300	
Goods & Services	\$25,000	

FY26 OTHER RESOURCES		
Self-Support Funds	\$4,000	Interstate Exhibit Revenue (every other year)
Foundation Funds	\$5,400	Estimated Spending Available
Staff Salaries and Benefits	Funded by CAH	Gallery Manager and Maintenance Mechanic II

1. They are asking for \$35,300 which is an increase from their current allocation by \$1,950 before the 15% reduction.
2. They have some funding sources in addition to S&A:
 - a. They have an exhibit that we host every other year called INTERSTATE, which pays for itself. The exhibit is funded by artists entry fees.
 - b. The gallery also has some foundation funds. It is estimated that there will be \$5,400 available to spend next year (FY26).
3. Staff salaries and benefits are paid for by the College of Arts and Humanities.
 - a. For the Gallery's Manager (Heather) and the department's Maintenance Mechanic, who does the lighting in the gallery and helps with more complicated installations.
- v. Examples of Goods and Services Expenses for the Gallery
 1. Art Shipping
 - a. Art has to transported and returned to the origin location.
 2. State Fine Arts Insurance
 3. Travel for Visiting Artist
 - a. They come on campus, spend some time on the galleries, and talk to students.
 4. Honoraria for Lectures and Demos
 5. Publicity Center Expenses
 6. Receptions and Event Rentals
 7. Misc. exhibit supplies: paint, hardware, tools, lumber, lighting equipment, etc.
 - a. Disposables supplies
- vi. Why are we Requesting a Funding Increase?
 1. Student wages have steadily gone up while funding levels have been flat or reduced by 10 to 15%.
 2. Between 2021 and 2025 minimum wage increased from \$13.69 to \$16.66/hour.

3. Student workers are vital to the gallery's operations, they keep it open to the public and do physical work installing the exhibits (painting, spackling, displaying the art, etc.).
 - a. Friendly faces that people see, and it takes a team.
4. A large space that gets changed in between exhibits.
- vii. 2024 Juried Undergraduate Student Art + Design Exhibition
 1. Annual spring exhibit that showcases outstanding student artwork.
 2. In 2024 (Last Year) 74 students displayed their work.
 - a. They raised \$5,600 in awards given to student artists, including art purchase awards.
 - i. The University and the SURC has a public art collection and the student art is purchased for the university.
 - b. Exhibit attendance: 671, Award Ceremony: 267
- viii. *Past, Now, Future* Exhibit
 1. Currently on view through March 22.
 2. Collaborative exhibit with Gallery One Visual Arts Center in downtown Ellensburg.
 3. Features 77 prints by 35 Native American Artists between te two venues
 4. Tonight (3/7) is the art walk.
 5. The student art club also has an exhibit there
- ix. Lehuauakea: *I Nā Ki 'eki 'e Hou (To New Heights)*
 1. On view October 3—November 2, 2024 from the Fall
 2. Students from PISA (Pacific Islander Student Association) attended the artist talk and reception.
 - a. They got to spend some time with the artist.
 - b. They involve clubs in their programs when possible.
 3. Artist talk attendance: 103, Exhibit attendance: 489
 4. This exhibit, as well as the Past, Now, Future exhibit that you just saw: Shows their commitment to programs that represent a diversity of peoples, cultures, and ideas, as well as artistic media.
 5. Lehuauakea's artwork is kapa, a woven bark cloth that is a traditional Hawaiian textile. The artist is using this material to create studio art to display in an art gallery.
- x. Questions? Comments
 1. Erin asked for more explanation about the last four year cycle's staff wages and changes.
 - a. Historically there was a portion of the Manager's salary coming out of the S&A Budget.

MOTION: Arik made a motion to extend the meeting by 20 minutes. Oscar seconded the motion. 4 (yes), 0 (no), 1 (abstentions)

d. Manastash Literary Journal

Presented by Ali Ünal

i. What we do

1. Central's longest-running print journal:
 - a. A themed issue every year: Poetry, Prose and Art
 - b. Print since 1990
 - c. Provide a creative outlet for every Central Student
 2. Student-led:
 - a. ENG 484 & 485 students go together and decide which pieces are going to be published and what kind of design that they are going to do
 - b. Design the journal from scratch every year
 - c. All decision are made by students and all the works published are written by central students
 3. Launch & Reading Party:
 - a. Distributed free to everyone
 - b. Public Outreach at SOURCE
 4. Student Internship:
 - a. New this year under ENG 490 as an editor to coordinate the efforts in creating a journal
 - b. Professionalization
 5. College in the High School:
 - a. Recruitment & Outreach
 - b. Visited High School in Cle Elum to organize their inaugural writing contest as part of their recruitment efforts.
 - i. Winners were published in last year's journal.
 - c. They are expanding that contest to 10 schools in hopes that they get more high school presenters and high school SOURCE presenters.
 - i. Areas include Cle Elum, Yakima, and Tri Cities
- ii. A SELECTION of COVERS 1990-2024
1. Journal entries from 1990
 - a. They used to publish 2 issues but now just publish one.
 2. Humanity v Machine is their current journal issue
- iii. Manastash launch & Reading party
1. Pictures from their latest SOURCE Launch and reading party

- a. They hosted to High School Students that were published in their journal
- iv. A SELECTION of partners
 - 1. CWU Brooks Library
 - 2. CWU Wildcat Shop
 - 3. CWU Office of University Student Research
 - 4. CWU SURC
 - 5. CWU Publicity Office
 - 6. Abbott's Printing, Inc.
 - a. Outside printing shop in Yakima for their journals
 - 7. Bluehost/Wordpress
 - a. Hosting partners for their website
- v. PRINT RUN
 - 1. Digital print since 2024: Copies mailed to online students
 - 2. Printed themes:

2023	2024	2025
400	200	400
 - 3. Decreased printing in 2024 due to budget cuts and S&A Guidelines.
 - a. Printing digital instead of Analog saved money
 - 4. Manastash hopes to print more this year because 200 was not enough; they ran out of issues.
- vi. CURRICULUM – Classes that tie to Manastash
 - 1. ENG 484 (cap. 25 increased from 20)
Manastash Literary Editing
 - 2. ENG 485 (cap. 25 increased from 20)
Manastash Literary Design and Production
 - 3. Courses are full every quarter and have waitlists
 - a. Students enjoy creating the journal, being part of the journey. and having something concrete in their hands at the end of each year.
- vii. 26-29 base funding request

		Expenses	Print	Cater
A YEARLY BREAKDOWN OF MANASTASH ACTIVITY				
EVENTS				
FALL	SOURCE Kickstart	\$0	\$0	\$0
SPRING	Printing the journal copies (400 copies - digital)	\$0	\$4,000	\$0
SPRING	Launch and Reading Party expenses (MML big poster prints)	\$0	\$200	\$100
		\$0	\$4,200	\$100
EVENTS SUB-TOTAL		\$4,300		

WEB HOSTING				
2027	Bluehost/Wordpress for Manastash.org (Every two years)	\$450	\$0	\$0
2029	Bluehost/Wordpress for Manastash.org (Every two years)	\$450	\$0	\$0
		\$900	\$0	\$0
HOSTING SUB-TOTAL		\$900		

	2025-2026	\$4,300
Inflation Forecast	2026-2027	\$4,840
2026-2029	2027-2028	\$4,942
2.10%	2028-2029	\$5,496
	2026-2029 TOTAL	\$19,578
	BASE FUNDING REQUEST	\$20,000

1. Requesting 10-15% less than the previous quadrennial, which was around \$5,200.
 2. Bulk of the cost goes to their printing journal copies.
 3. Remaining part is spent on Manastash launch and reading parties.
- viii. Questions? Comments
1. Is submitting to the journal a requirement for the courses?
 - a. No.
 2. How does Manastash decide what gets published?
 - a. Ali does not decide; the students decide.
 - b. Submitted blindly so nobody knows the publishers name. Students can submit their piece to the journal anonymously. Protects the authors through anonymity.
 - c. Students get together in editor meetings. In those meetings they choose a genre and what pieces they want to publish.
 - d. You can be a student in the courses and submit, which can be fun that way.
 3. Erin noted that over the last cycle they spent only 10% of their allocation out of this budget. Their total allocation is about \$4,500 a year. They have only been spending between \$500 - \$800 a year on expenses. Why is that? In FY24 they only spent \$235?
 - a. They changed their way of printing the journal from analog to digital due to the S&A guideline changes. They hoped to rollover that amount to the next cycle and to tie those funds into the next cycle.
 - i. Erin noted that they can't do that. The funds were already swept back.

4. Erin asked if they plan on using their full allocation should they get whatever the committee determines?
 - a. Yes, of course.
 - b. They probably cut down on the number of digital copies too aggressively, which is why they want to increase it from 200 (last year) to 400 (this year). They will be using their full scope of their funds to increase the amount they print this year.
5. Is this a class and not a club
 - a. It's a class not a club; it's a student journal. The student's creative effort and labor that goes into producing the journal comes outside of the course credited hour. They are providing a service for central and central students.
6. Erin asked which parts are being paid by tuition for the students and which parts are covered by the S&A portion.
 - a. Their whole budget relies on S&A funding.
7. There was an increase in travel from 2023-2024. What was the educational impact?
 - a. They don't have a travel budget for Manastash that may be Lion Rock.
 - i. This was confirmed.
8. They switched from digital printing to analog printing. It looks like the request is the same, so wouldn't it be cheaper to do digital?
 - a. It would be cheaper but the printing costs have almost doubled/tripled since 4 years ago.
 - i. If they stayed analog it would've been almost 2 times the cost of the normal amount.
 - b. Once they lowered the quality to digital the cost almost remained the same. They wanted to keep things within their budgets. The only way to do it was to go from analog to digital.
9. Can any student join the journal or do they have to be a part of the class?
 - a. Any central student can submit their work to the journal. The editing and selection process is only done in the ENG 484 and 485 courses.
 - i. The whole journal itself is for all students. The creation, manufacturing, and editing of the journal are done by those students who take the courses.
 - ii. Anyone (CWU Student) can submit to the journal.

4. Student Internship:
 - a. Professionalization
 - b. They have an in person and online intern to help run the show and creates opportunities to increase their professional efforts and professionalization
5. Student Reading Series:
 - a. Public Outreach
 - b. End of each quarter combining creative writing efforts
 - i. Organized by student interns who interact and get experience in public outreach and how to organize a public event.
- iii. A SELECTION of speakers they've hosted
 1. Terry Tempest Williams, Tim O'Brien, Anthony Doerr, Ross Gay, Natalie Diaz, Eduardo Corral, Elissa Washuta, Victoria Chang, Taylor Brorby, Aimee Nezhukumatathil, Lucia Perillo, Prageeta Sharma, Juliet Patterson, Callum Angus, Roy Scranton, Luther Hughes, Jane Wong, and Alyssa Songsiridej
- iv. LION ROCK Winter and spring events
2024-25
 1. Marcelo Castillo, a Poet & Activist – February 13
 - a. Attended a public reading and craft talk
 - b. First undocumented immigrant who was accepted to a career writing program.
 - c. Activist and poet. Was invited to talk about his work and activism around undocumented immigrants.
 2. Jesse Kercheval, an Author & Educator – April 10
 - a. Graphics books writer who will be joining virtually.
 3. Elaina Ellis, an Editor – May 1
 - a. Editor out of Seattle who will give a workshop on editorial efforts, agenting, and how to publish a name.
 4. Tara Campbell, a Sci-fi Author – May 20
 - a. Partnering with Humanities Washington to bring them to give a workshop on Science Fiction as Creative Fiction.
 5. They try to diversify their writers and genres to give students a wide range of literary production.
- v. Partners with the Books Library – the Library is their Mecca
 1. Saige Johnson – Lion Rock Intern
 - a. Previous intern who worked as the MC and invited authors and interacted with them. They also created, constructed, and ran events.

b. Helps with the zoom component to incorporate their online community.

2. Katharine Whitcomb – January 31, 2024

vi. Outreach

1. Hybrid since 2022: Serving both in-person and online students

a. In 2022 they were still feeling the impact of COVID so all of their events were virtual and they did not collect attendance.

2023	2024	2025
831	938	1,200

2. They did not keep track of the online pandemic attendees.

a. Since 2023 onwards they've had a strong track record of keeping track of their audience.

3. Their numbers include student staff, central community, and the larger Ellensburg community

a. Since receiving registration forms online they have a better grasp of their participants as it relates to multimodal.

4. 90% of online attendees are central students and 85% of in-person attendees are central students

a. 2024 they increased attendance.

b. They project an increase attendance for 2025 because they are working really hard on making those events accessible to everyone in-person and online. They are also trying to profile authors that they've been inviting for students and the CWU community.

vii. Curriculum – Class Curriculums that tie into to Lion Rock

1. ENG 468/568 – Contemporary Writers Colloquium

a. Texts and authors taught in Spring are the same authors invited in Spring.

b. They create a connection with the authors before they even come to visit through assignments, Q+A, and readings.

2. ENG 490 – Cooperative Education

a. Student Internship registration.

b. They try to have an in-person and online intern to organize both modalities.

c. This year they only had one online student intern, who has been incredibly influential and helped organize those events.

viii. A SELECTION of partners

1. CWU Brooks Library, CWU Wildcat Shop, CWU President's Office, CWU Environmental Studies, CWU Museum of Culture and Environment, CWU Latino and Latin American Studies, CWU Student Engagement and Success, Ellensburg Public Library, KEEN, Gallery One, Humanities Washington, and Kittitas County Regional Libraries
 - a. They Worked with the President's office to bring in Taylor Brorby last year. They worked with Latino and Latin American studies to bring in Marcelo Castillo Hernandez. They are working with Humanities Washington to bring in Tara Campbell this year.
 - b. Reduces the costs of the authors and speaker fees.
- ix. 22-25 base funding request

Expense Category	Expense calculation	Total Expense
Personnel		
Author Fees (5 at \$2K each)	\$10,000 (5 at 2K each)	\$10,000
Materials & Supplies		
Event PR packages @ \$120 per event	5 at \$120 each	\$600
Contract Services		
MEC taping	5 hours at \$25 each	\$125
Other		
Dinner/refreshments at receptions	5 at \$100 each	\$500
Hotel/lodging for authors	10 nights (2 per event) at \$120 each	\$1200
	TOTAL EXPENSES (per year)	\$12425
REVENUE CATEGORY		
Annual donor	(1,000)	1,000
Rollover funds (2021 only)	(1,000)	1,000
Fundraising/ grants- (projected)	(5K)	5,000
Projected partnerships & other funds	(2,425)	2,425
Amount requested from S & A	3,000 annually	3,000

- 1.
2. They are asking for nearly 400% more funds compared to their previous 4 years.
 - a. 4 years ago they anticipated a yearly budget of \$12K and they also projected to receive more funding from other partnerships, fundraising, and other institutions.
 - i. Unfortunately, this was wrong and did none of these projected funds came to pass.
 - ii. They projected that they'd receive at least \$9,000 per year and only requested \$3K per year 4 years ago.
 - b. They were running out of money and asked S&A for supplemental funds last year to stay afloat.

3. The cost of events follows the guidelines of S&A and have decreased.
 - a. They have no other source of funding and solely rely on S&A.
 4. Their money does not go to student payroll and only covers speaker fees, promotion, and accommodation. Students just get credit hours.
 - a. They take the speakers out to dinner and invite students and graduate students.
- x. 26-29 base funding request

		Fee	Promo	Accom
A YEARLY BREAKDOWN OF LION ROCK ACTIVITY				
EVENTS				
FALL	Publication Panel, in-person & virtual	\$2,000	\$180	\$500
FALL	Student Reading, in-person or virtual	\$0	\$0	\$0
WINTER	Faculty Work-in-Progress, in-person & virtual	\$0	\$0	\$0
WINTER	Speaker 1, in-person	\$2,000	\$180	\$200
WINTER	Student Reading, in-person or virtual	\$0	\$0	\$0
SPRING	Speaker 2, virtual	\$1,000	\$180	\$0
SPRING	Speaker 3, virtual	\$1,000	\$180	\$0
SPRING	Speaker 4, Climate Change, in-person & virtual	\$2,000	\$180	\$200
SPRING	Student Reading, in partnership with <i>Manastash</i>	\$0	\$0	\$0
		\$8,000	\$900	\$900
EVENTS SUB-TOTAL		\$9,800		

	2025-2026	\$9,800
Inflation Forecast	2026-2027	\$10,006
2026-2029	2027-2028	\$10,216
2.10%	2028-2029	\$10,430
2026-2029 TOTAL		\$40,452
BASE FUNDING REQUEST		\$40,000

- xi. Questions? Comments
1. Lions Rock increased their request from \$3,000 to \$10,000 but it looks like they are still projected to take a deficit over the next 4 years.
 - a. They were receiving money from the College in the High School through CAH. They were told by their chair that it was \$3K and they were hoping to use that money to cover any compensation.
 - b. Interim dean promised to fund their efforts every year but they can't rely on that. There is a \$3,000 they can use throughout the 4 years if there's a deficit.

2. The annual report for 2024 states that those interns worked on the organization for Lions Rock per the ENG 490 course objectives. Is it an academic requirement for students in that class to plan?
 - a. It's not a class but one student that plans things.
 - b. It's a colloquium internship. If they plan to hire a student they'd need to be enrolled in the course. All of the objectives are defined and described between Lion Rock and the students.
 - c. It goes through Career Services who approves of what kind of hours and what kind of responsibilities that the intern would have then it goes into the course objectives.
 - d. They receive academic credit.
3. Lions Rock is not paying their intern out of S&A?
 - a. Yes, but they are considering paying them out of the College in the HS Budget because their labor is incredibly important.
 - b. They wanted to make their case to S&A 5 months ago (requesting to stipend their intern) but it wasn't approved. They are still thinking about paying their interns out of that College in the HS Budget.
4. What was the educational benefit of their travel?
 - a. It was the travel fees included for the speaker. They don't have a separate travel fee and they pay their writers a lumpsum of \$1,500 - \$2,000 in which the travel funds are also included. The educational purpose of them coming to Ellensburg is that they are interacting with students, engaging with their materials, and creating an interaction through their profession.

Public Comment – Second Call

- Erin thanked them all for all the work that the students have done on the committee.
- Robbi asked that the committee members respond to her email so that committee members can have something to eat for next week's deliberations.
- Ali thanked the committee.

Adjournment:

MOTION: Arik made a motion to adjourn the meeting at 4:05PM. Nick V seconded the motion. 4 (yes), 0 (no), 1 (abstentions)

Our next meeting will be March 14, 2025 (SURC 301) at 2:00pm.

Check out our website at www.cwu.edu/services-activities