

Services and Activities Committee
Meeting Minutes
April 22, 2025

Called to order:

Eli called the meeting to order at 5:00 pm.

Attendance:

Erin Sargent, Robbi Goninan, Mia Young, Eli Alvarado, Arik Spring, Nicholas Villa, Marisol Torres Alcantar, Yahir Calderon Sotelo, Oscar Martinez, Ian Seymour

Absent: Nick Moreno

Guests: Katrina Whitney, Jessica Thomas, Hondo, Lily Bauer, Verónica Gomez Vilchis, Ruben Cardenas, Lola Gallagher

Agenda:

MOTION: Arik made a motion to approve the agenda for 4/22/25. Marisol seconded. Motion Carried. 4 (yes), 0 (no), 3 (abstentions)

Minutes:

MOTION: Arik made a motion to approve the minutes from 4/15/2025. Nick V seconded. Motion Carried. 4 (yes), 0 (no), 3 (abstentions)

Reports

I. Chair:

- a. When Public Comment is open please speak clearly into the microphone, and please remember to be nice to your fellow wildcats

II. Advisors:

- a. Vero and Joel, who they sent the S&A recommendations to, will be providing a response to be shared out to everyone within the week

III. ASCWU:

- a. Within the last public meeting, ASCWU approved the S&A Fee Increase by 4%
- b. The ASCWU Senate are working on a letter about the S&A Committees recommendations with a few different thoughts. They are unsure when that letter will be sent but it will be soon.

Communications Received

- a. Eric Haughland, CWU Alumnus

Public Comment

Erin

- I just wanted to acknowledge the work that you all have done this year. This was not paid and you were on your own time to come in. This is a really challenging time to be doing reductions, and when you were applying your reasoning, I think you did it fairly across all of the areas. I said it before, but I'm very proud of how you conducted yourself, especially last week when it was really difficult. So, thank you all, and great job.

Jessica

- I was on the committee 4 years ago, and I kind of know how that goes. Just great job taking your time deliberating that out and being thoughtful throughout the whole process. I know it's not something that's easy to do. Thank you for your time with that.

Katrina

- So I just want to say on behalf of myself being around for 27 years and being a part of presenting to S&A during that whole time. You all had a very difficult task, and I thought you handled yourself very professionally. And the patience and the ability to allow students to have agency to share their voice, I think just really shows your ability to be professional and be mature and to understand the value of student voice. And I think that just was really showcased last week, so I commend all of you, and just thank you, have done your due diligence, and did the best you could in a very difficult situation.

New Business:

A. 2515: Career Services Request

Presented by Katrina Whitney and Jessica Thomas

- This is relating to the upcoming Summer.
- Regular Academic Year Coverage
 - Merridy Rennick is the Assistant Director & Career Counselor**
 - Lynnwood and Online
 - .84 FTE**
 - Jessica Thomas is the Career Counselor at Des Moines**
 - She supports Des Moines, Pierce, JBLM, and Online
 - 1.0 FTE**
- Supplemental Request for Summer 2025 Coverage**
 - They are asking for supplemental funds for July and August.
 - This would not be full time, instead it is **0.75 FTE**.
 - This would be so that Jessica can cover Online and Center students.
 - Without her, there would be no one available for Center students
 - There's usually up to 1,000 students that take classes online and at the Centers
- The Ask – Continued Service & Accessibility**
 - This funding would allow for continued availability of services including direct opportunities for students.
 - Counseling opportunities for students on topics including;
 - Career Counseling & Career Assessments
 - Document Reviews:
 - Resumes, Cover Letters, Graduate School Statements
 - Interview Prep / Mock Interviews
- The Ask – Continued Service & Accessibility for Center & Online Students**
 - They have the ability to work with students that are online and taking courses at the Centers.

1. They've increased the access for their students. Non-traditional students need that access outside of the traditional (8am-5pm) hours, which is valuable.
 - ii. Jessica has elevated access by 64% since Fall quarter, which means Center and Online students are using both Career Counselors Services.
 1. They don't want to have a gap in their services offered for summer while they are experiencing an uptick in students needing appointments and engaging with their services.
 2. Dropping off the map for 2 months would not be ideal.
 - iii. Jessica has been working with the East Side Centers as well, which are quite smaller than the West Side
 1. The East Side has a large Education cohort and Jessica has done a lot of professional document reviews related to education students. This gets those students ready for their practicum and other kinds of things.
 2. Working in the Summer allows for her to work with those kinds of students too.
 - iv. Prevents them from having a gap in services by continuing their services for 6 weeks.
 1. It's not full time but 0.75 time
 - v. In the Summer she would be able to prep for Fall. This means when students come back in Fall there is not a gap in their additional services offered as opposed to only having 2 weeks to prep.
 1. This could be prepping for employer panels, workshops, or whatever is needed in regards to getting class presentations ready specific to Career Readiness.
 - vi. Working in the Summer would allow for Jessica to have an on-site presence while still having those expanded hours into the evening when it's needed for students.
 1. Maintaining that flexibility through the Summer months would maintain that consistency.
- f. **The Ask – Prep for AY 2025-** Board of Trustees
- i. Not being able to work over the Summer makes it difficult to set up employer panels and workshops right at the beginning of the year. There are quite a few things that kick off fairly early in the academic cycle such as
 1. The elementary Education Program has placement applications that are due right after school starts.
 2. Having the ability to get those materials ready for that application cycle is important.
 - ii. Having the continued collaboration with their host campuses for events that they are putting on, which helps in finding ways to collaborate and provide more opportunities for students.

- iii. Having both counselors start in September leaves them quite delayed in preparing Career Services programming for the Fall term.
- g. **Summer at the Centers and Online- by the Numbers**
 - i. Between 700-1160* students are taking classes during summer term at any one of the University Centers or Online.
 - ii. Students taking classes over the summer at the Centers and Online are taking an average of 14 credits**
 - 1. * *Enrollment data for Centers and Online via CWU Dashboard*
 - 2. ** *Average credit enrollment provided by Center Operations Staff members.*
 - 3. Students in this quarter tend to be wrapping up a degree or catching up after a transfer. Quite a few students are engaged with them in the summer months.
 - 4. They want to be able to provide ample service for those students.
 - iii. This is the first time they've asked for supplemental funds for summer
 - 1. Prior to Jessica, they had salary savings from the last quadrennium.
 - a. With their open position there were some salary savings so they were able to pay for Jessica last summer.
 - 2. They are requesting these funds now because they are operating at full staff (no salary savings) and they are at their max with the budget cuts.
 - 3. This is why they did not come to request supplemental funds for this in the previous years in the quadrennium.
- h. **Budget Request**
 - i. Salary + benefits for July and August 2025 at .75 = **\$9,583.53**
 - 1. This amount covers **.75 FTE** salary and benefits for one Career Counselor (¾ time) over the summer.
 - a. Continuing the service allows them to reach out to their established point of contact, which is Jessica
 - i. Jessica has built a positive reputation at the Centers and this would continue that for the online and Center students
- i. Questions? Comments.
 - i. How many students interacted with Career Services alone last Summer?
 - 1. About 479 students
 - a. Last summer was Jessica's first Summer, so she's building her rep. Because they've had that increase in 64% this year with her being consistent they predict that the numbers will increase.
 - 2. Individual appointments last year were 74 and that summer was when Jessica first started.
 - a. Does not include workshops or presentations.
 - ii. Will this be something that Career Services requests every summer as a supplemental request?

1. They are going to try it this time while seeing if they can find some additional funding. They have been working with Advancement on this.
 - a. They are looking at getting some support from outside resources but it takes some time to build that relationship with employers.
 2. In the future they would like to see this as a continuation not just from using S&A fees.
 3. Ideally, they would like to be funded to do 12 months but they recognize that they are not in that situation, thus the 0.75 FTE over the Summer
 - a. Doing this year to year allows flexibility. They are being mindful of the budget while evaluating the need for those services.
- iii. The 479 was a rough estimate. Are those all CWU students?
1. Yes.
 2. When students graduate they pay a small fee and a small fee goes to career services. They do not turn alumni away once they graduate. That being said, students that pay S&A fees and grad fees and deserve to get that access. If they have alumni that went to the Centers then paid the S&A fee or grad fee then they are not going to turn them away. This means their services are offered to students that have graduated and current students.
 - a. The majority are current students. Alumni have not increased a ton so it is predominantly current students.
- iv. Career Services Professional Clothing Closet is part of the CWU day of giving. No need to pay any money but they would appreciate it if people could spread the word. Donations are welcome in all shapes and sizes such as \$5 to help their professional clothing closet. They've seen a huge amount of traffic increase this year but that means that they need help to buy different things to spread that. Spread it on your socials
1. Instagram: <https://www.instagram.com/cwucareerservices/>
 2. Facebook: <https://www.facebook.com/cwucareerservices>

B. 2616 Supplemental Request: ASCWU

Presented by Nick Villa

a. Request Breakdown

- i. The reason for the increase was due to an increase of students involved with ASCWU
- ii. Insurance Cost

Item	Cost
Annual Insurance	\$34,170
ASCWU Event Insurance	\$1,999
Total	\$36,169

iii. Budgeted vs Actuals

Budgeted	Actuals	Total Overbudget
\$31,500	\$36,169	-\$4,669

iv. Overbudget by 13%

v. Request: \$4,669

b. Uses of Insurance

i. Annual Insurance

1. There was an increase in students within RSO's and ASCWU
2. This covers any liability such as someone getting injured in an RSO meeting and prevents them from having to pay that expense out of pocket.

ii. Event Insurance

1. The insurance is the ASCWU BOD Director and Officers liability policy.
 - a. Example: ASCWU breaks OPMA, it would cover that fine

c. Further explanation

i. The insurance is based on last year's RSO numbers.

1. Last year's had 1,705 students, so that is one of the reasons for the increase.
2. There were less participations within RSO and ASCWU during covid, which lead to a decrease in the cost. That cost is now increasing as more students are getting involved in RSOs and ASCWU

d. Questions? Comments.

i. How many students does this cover?

1. All students that are in RSOs and sign the liability waiver. Last year there were 1,705 students and they are not quite sure what the numbers are for this year.

ii. Would it cover a student that hasn't signed the liability waiver?

1. It would not cover them, and they would have to sign the waiver.

iii. Where is the liability waiver?

1. They are not sure. It might be on the RSO website but as one attends RSOs they also may hand that out as well.

iv. What happens if the student signs the liability waiver twice?

1. It's only needed once, so once it is signed multiple times it doesn't do much and is just a repetitive document.

v. What does OPMA mean?

1. Open Public Meeting Acts. For example, if they do not post in advance their public meetings that could break OPMA and they could fined.

vi. Do they expect it be higher next year and how is it incorporated into next year's budget due to their reduction?

1. This is one of their largest costs within the BOD budget.

2. This information comes from Toni in Business Services, which handles insurance contracts and such. She mentioned that it will likely increase on a 50% annual basis, so it may increase that cost by 15%. Oncoming years may need a supplemental request if it does increase.
 - a. Hopefully it does not but they are projecting it will increase by 15%.
- vii. Does this change based off of insurance charges? Such as car insurance, which has gone up drastically in the last year.
 1. It is based on how they decide the base rate per student may change. This is out of their level of knowledge.
- viii. The increase is also with insurance costs and participation?
 1. Yes, but it's largely due to the increase within the number of students within RSOs and ASCWU.
 2. Base rate may or may not change in the future which is why they are projecting a 15% increase each year in the future.
- ix. How many RSO's are there?
 1. It's 183 RSOs.
- x. If a student last year went to a club meeting and completed a liability and risk waiver but then they never went to a club meeting again, would they still be covered?
 1. It's on a yearly rolling basis, so each year they would have to sign it but this is out of their scope of knowledge. They are willing to look into this and get that answer to them.

C. S&A Fee Increase Discussion

- a. S&A's recommendation for Base Funding Allocations was based on the implementation of a 4% increase in the S&A fee. This request to increase the fee has been moving through the process.
 - i. It went from the S&A Committee then ASCWU. After a couple of meetings and talking it through, the request to increase the fee was approved last Wednesday morning at 7AM.
 - ii. Today it made it's way to PBAC (President's Budgetary Advisory Committee) where they discussed it.
 - iii. The next step will be onto the Board of Trustees (BOT) in May to be fully approved. There is nothing that indicates that it will not be approved.
 1. This is good news for the Committee because this means they will not have to cut another \$200K yet (unless it doesn't get approved).
 2. BOT is the last step as the approving body. S&A recommends and then it goes through some advisory pieces but the BOT has final approval.
- b. The recommendation is on the same path as the increase. Hopefully they will know what's next by May.

Old Business

None.

Public Comment – Second Call

Erin

- I would like to take the opportunity in the in the second public comment, to again recognize all of your efforts and just point out that this is a very difficult time for central with budget cuts and listening to some of the other funding groups while trying to make these decisions. It's very challenging. The work that you all did was really not only impressive, but it's sort of inspiring. There's a lot of feelings, but it's really about trying to make an educated and reasonable allocation of the funding. And I just think that you guys work so hard and I just want to applaud you.

Vero

- Speaking of Board of Trustees, if you all are not in class. If you can attend the Board of Trustees meeting. It's a public open meeting. You can see how they make decisions and how the agenda goes. It's really a great experience. Off the record Eli can talk about his experience of being on it as a student trustee. It's a great opportunity for that. Once I know the final agenda of when they're actually voting on budgets and stuff, I will share it with Robbie to share with you all, so that you can attend, and you can see how the process is. That way you see the full thing from the moment that you had to deliberate all the way to where they have to vote, and you can participate in that way. So, I'll make sure to get that information to you all. Thank you again.

Adjournment:

MOTION: Ian made a motion to adjourn the meeting at 5:35PM. Arik seconded the motion. 6 (yes), 0 (no), 1 (abstentions)

Our next meeting will be April 29, 2025 (SURC 301) at 5:00pm.

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