

## SERVICE & ACTIVITY FEE ANNUAL REPORT

Career Services-Westside Counselor: \$164,570

*Career Services-Westside Counselor is funded by S&A to support center students, but the Committee would like to see State dollars support this service at the Centers, the same as it is provided on the main CWU campus.*

Fiscal Year: \_\_\_\_\_

Program Name: Career Services - Westside Counselor

Program Manager: \_\_\_\_\_

**Please list any S&A funded position that have been vacant longer than six (6) months. If any vacancies exist, please explain how you utilized the funds and what your long term plans are for the position.**

**Please provide an overview of the student centered programming provided, i.e. type of programs, milestones, number of students impacted, and how they benefited.**

**Please provide a detailed explanation of any fund transfers from one service and activities fund budget to another.**

**Please provide an explanation for any positive or negative fund balances at year end.**

Service & Activity Fee Supplemental Report for Westside Career Services

Westside Career Counseling Appointments 2020-21

Zoom Counseling Appointments with Students (statistics from Advising Notes): 302

E-mail appointments with Students, Staff, Faculty and Employers: 3,533

Workshops and Events

Clark Nuber webinar- preparing students for ACE, employer workshop with Human Resources at Clark Number, Accounting students, 19 students

Resume Lab- get ready for ACE. Resume 101 workshop followed by an open lab (29 students)

Winter LAJ Career Development Workshop. All majors. (49 students)

ITAM Emerging Tech Employer Panel. Learn about jobs in Data/ Analytics and Artificial Intelligence from IT professionals. Open to all majors. (52 participants)

LAJ Career Development Workshop, part 2. Open to all majors. (40 students)

ITAM Administrative and Project Management Employer Panel. Open to all majors. (45 participants)

OPT/ CPT Fall workshop, international students- how to search for a job and internship. (12 students)

OPT/ CPT winter workshop, international students- how to search for a job and internship. (16 students)

Lynnwood Lunch and Learn Series- inform students staff, faculty and staff about Career Services. (8 participants)

Federal Careers Employer Panel, A panel of 4 federal employees about what type of opportunities are available. Open to all majors. (62 participants)

The Federal Bureau of Investigation's (FBI's) virtual career event. Learn about FBI career paths from 5 FBI employees. (42 participants)

An Insiders' Guide to Technical Company Recruiting- CWU Alum brings a wealth of knowledge about the recruiting process for companies like Google and Microsoft. (9 students)

Des Moines New Student Orientation (55 attendees)

Pierce County New Student Orientation (30 attendees)

Elevate Your Resume Workshop - Advanced resume-writing presentation (16 students)

Composing Professional Emails, and Email Composition for LatinX Student Organization (16 students)

Building a Better Resume, LAJ class presentation (31 students)

Networking through Informational Interviewing, class presentation for Bus. 301 (30 students)

Breaking Through Career Uncertainty, Transfer Week presentation (0 students, but recorded for viewing through Transfer Center)

Building a Better Resume, CAMP University 101 classes (31 students)

Building Career Connections through Informational Interviewing Workshop (10 students)

Crafting Effective Cover Letters, CAMP University 101 classes (27 students)

Westside Centers' New Student Orientation (120 students)

Career Services & Clover Park SD, ELEM Ed Capstone class presentation (40 students)

PAC Intro to Careers (3 students)

Building Career Connections through Informational Interviewing Workshop (4 students)

How to Build a Better Resume Workshop (38 students)

Building a Law & Justice Portfolio, LAJ class presentation (14 students)

School District Information Session (50 students)

Networking through Informational Interviewing, class presentation for Bus. 301 (20 students)

Articulating Your Knowledge, Skills, and Abilities Through Info Interviews Workshop (10 students)

Westside Centers' New Student Orientation (37 students)

How to Build a Better Resume Workshop (5 students)

Networking with Professional Educators Event (36 students)

Internships for International Student Workshop (3 students)

Building Career Connections through Informational Interviewing Workshop (8 students)

Mastering LinkedIn, class presentation for Bus. 301 (20 students)

Articulating Your Knowledge, Skills, and Abilities Through Info Interviews Workshop (18 students)

Crafting Effective Cover Letters Workshop (5 students)

All Westside New Student Orientations: Fall, Winter, Spring, Summer.

#### Events for all campuses, Westside and Main Campus Collaboration

Accounting Career Event, (135 students)

Professional Recruiters & Employers Panel (PREP) (64 students)

Resume Blitz for Accounting Students (28 participants)

Mock Interview Night – Post ACE event (21 students)

**Service & Activities Base Funding Financial Overview**  
**For the month ended June 30, 2021**  
Department: Career Services Westside  
Fund: F:522  
As of 10/21/21

	FY21 Actuals	FY20 Actuals	FY19 Actuals	FY18 Actuals
<b>Revenues</b>				
CWU-Sales and Services	0	0	172	0
CWU-Allocation (Revenue)	170,129	170,129	167,588	167,588
<b>Total Revenues</b>	<b>170,129</b>	<b>170,129</b>	<b>167,760</b>	<b>167,588</b>
<b>Transfers</b>				
CWU-Transfer (Intra-Fund Out)	55,947	0	0	0
<b>Total Transfers</b>	<b>55,947</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>				
CWU-Salary and Wage (Staff)	107,063	106,005	99,532	105,183
CWU-Student/Temporary/Overtime	0	0	1,943	1,245
<b>Total Salaries</b>	<b>107,063</b>	<b>106,005</b>	<b>101,474</b>	<b>106,428</b>
CWU-Benefits	42,219	39,202	40,799	39,495
<b>Total Salaries &amp; Benefits</b>	<b>149,282</b>	<b>145,207</b>	<b>142,274</b>	<b>145,924</b>
CWU-Goods	296	2,773	1,477	2,141
CWU-Services	0	750	2,100	750
CWU-Supplies	142	430	541	30
CWU-Utilities	936	793	1,009	996
CWU-Program	0	306	432	804
CWU-Travel	0	357	745	2,462
CWU-Equipment/Software (Non-Capita)	0	983	1,722	214
Bad Debt	0	0	0	0
<b>Total Goods &amp; Services</b>	<b>1,374</b>	<b>6,392</b>	<b>8,026</b>	<b>7,396</b>
<b>Total Expenses</b>	<b>150,656</b>	<b>151,599</b>	<b>150,300</b>	<b>153,320</b>
<b>Net Resources</b>	<b>(36,474)</b>	<b>18,530</b>	<b>17,459</b>	<b>14,268</b>
Projected Beginning Fund Balance	50,507	31,977	14,518	250
Projected Ending Fund Balance	14,033	50,507	31,977	14,518