

SERVICE AND ACTIVITY FEE ANNUAL REPORT

GENERAL INFORMATION	
Reporting Year:	2013
Reporting Program:	S&A Career Svc - Westide Cslr
Funded PID:	53422100
Program Manager	Catherine Vicki Sannuto

Financial Report Back:	
REVENUE:	
S&A Funds Received	\$ 125,176.59
Self Support Funds Earned	\$ -
Other Funds Received	
TOTAL REVENUE:	\$ 125,176.59
EXPENSES:	
STUDENT PAYROLL	\$ 1,722.50
NON STUDENT PAYROLL	\$ 80,985.67
BENEFITS	\$ 32,564.74
GOODS & SERVICES	\$ 29,111.99
TOTAL EXPENSES:	\$ 144,384.90
TRANSFERS IN	\$ 525.67
TRANSFERS OUT	\$ 43,423.75
NET CHANGE	\$ (62,106.39)

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.

The career counselors at Lynnwood and Des Moines provide the same range of services as the main campus: 1) career counseling; 2) assistance with cooperative education/internships; and 3) assistance with job search. The two counselors also teach Univ. 301 - Career Management. 173 students took this class over the past fiscal year. This year we increased the Des Moines campus counselor from 11 to 12 months

to better serve students over the summer months. The Lynnwood position is only 10 months. Major events this year included the first Sports Management event at Des Moines which will be an ongoing event there. Approximately 90 students attended this event. As well, this fall we coordinated the first College of Business fair at Des Moines. Approximately 200 students attended that event. It will also be an ongoing event. Both counselors participated in joint career fairs with Edmonds Community College and Highline Community College. They also play a major role in all orientations. Both counselors presented a number of skill building workshops:

- Rock Salt Ready! Workshops (65 Students; Des Moines and Lynnwood Campuses)
- Educational Placement File Workshops—28
- Boeing- Meet the employer workshop- 40
- Orientation Workshops—300 students attend per year
- Internship Workshop—7 students
- Wildcat Career Network- 7 students
- Job Search Strategies—5 students
- Accounting Preparation—25 students
- Navigating a Career Fair—4 students
- How to Get a Job on LinkedIn (DE)—20 students
- How to Get Into Graduate School—36 students
- Wildcat Wednesday Workshops (weekly at Des Moines)

resume writing, interviewing, creating meaningful career experiences, conducting an effective job and internship search, Dressing for Success and Volunteer for Your Career!

- Supply Chain Management Career Fair Readiness Workshop (45 students)

Career skills included preparing a 30-second commercial, how to research companies, how to effectively network, and how to dress for success.

- Articulating Strengths Together/Dependable Strengths[®] Workshops
- Classroom Presentations: New faculty, Lynnwood Leadership Group—4, Accounting Classes—28, Education classes for Placement File Process—75, English Class—16

- WA State Legislative Internship—10, Accounting Internships—28,
- Job Search for Education Majors—18
- Outreach to: Seattle Chamber of Commerce show, (Met with 12 employers)
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- Resume Doctor, every Wednesday at Lynnwood (110 students) every Friday at Des Moines (150 students)
- Grad Finale
- SOURCE competition
- Provost Wildcat Caravan
- New Student Orientations for Des Moines, Kent, Lynnwood and Pierce Campuses
- New Student Orientations: Lynnwood, Edmonds Community College, Everett campuses—300 students.
- Summer Orientation at Des Moines—25 students

- Technical Writing Courses (60 students)
- Law and Justice Courses (60 students)
- Education Placement File creation (75 Education Majors)

- o Westside Student Leaders Retreat (13 students/3 staff)
- o CWU Student Board of Directors (7 students)
- o Pierce Campus Student Success (30 students)

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

The transfer in of 525.67 was the end of year payroll leave accrual. The transfer out of 43423.75 was the end of quadrinnium pull back to S&A.