

SERVICE AND ACTIVITY FEE ANNUAL REPORT

GENERAL INFORMATION	
Reporting Year:	2014
Reporting Program:	Career SVC Peer Advisor
Funded PID:	53421700
Program Manager	Catherine Vicki Sannuto

Financial Report Back:	
REVENUE:	
S&A Funds Received	\$15,181.94
Self Support Funds Earned	\$ -
Other Funds Received	
TOTAL REVENUE:	\$ 15,181.94
EXPENSES:	
STUDENT PAYROLL	\$10,617.23
NON STUDENT PAYROLL	
BENEFITS	\$352.29
GOODS & SERVICES	\$150.31
TOTAL EXPENSES:	\$ 11,119.83
TRANSFERS IN	
TRANSFERS OUT	\$ -
NET CHANGE	\$ 4,062.11

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.

none

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

see attached report

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

none

S&A REPORT 2013-2014 – Peer Advisors

INTRODUCTION

The Peer Advisor program leadership was transferred from Vicki Sannuto to Alaina Nickerson during the summer of 2013. At the Ellensburg campus, there were 3 peer advisors employed for fall, winter and spring quarters. All three split lead peer duties for the year. An unpaid peer advisor intern joined the team during spring quarter. Two additional peer advisors were hired for the 2014/2015 school year and began some preliminary training during the last two weeks of spring quarter 2014. The peer advisors help the counselors with resume and cover letter reviews, classroom and residence hall presentations, workshops and events.

NEW ACTIVITIES

New for this year was the addition of having the peers do resumes and cover letter reviews in Shaw Smyser for the College of Business students involved in accounting events. Also, new was the addition of a pre-Etiquette Dinner workshop that involved networking with employers. Thirty-five students, faculty and staff participated in that event. Lastly, formal evaluations were conducted at the end of fall quarter and the end of spring quarter using the same PDP formats the professional staff use.

PROGRAMMING

The peers were involved in several successful outreaches during the 2013/2014 school year. The resume drop-ins continue to grow and become a thriving, highly-utilized service to the student body. They presented on resumes and cover letters to clubs and residence halls, all coordinated by the peers as well. One peer reached out to the EMPIRE club and was able to provide resume and cover letter training to a whole new demographic of students. Another presented on education-specific resumes during spring quarter as well. The peers tabled for many events hosted by different departments and manned resume drop-ins at three different locations (Career Services offices, the ARC and the College of Business).

The peers decided to organize a networking event in conjunction with the Etiquette Dinner and spent much of spring quarter contacting local employers, inviting them to help practice networking with students who attended the event. Four employers committed to coming to the event and two ended up attending. They plan to create a work plan around that event to aid in next year's continuation of the effort.

The 2013/2014 school year was the busiest yet for the peers. Although there were only 3 peers and no lead for most of the year, they made 2446 contacts with the student body, CWU staff, and the public. They completed 323 resume reviews, answered 1701 inquiries, and met 416 people through 6 outreach events.

FUTURE

Residence Halls –continue to target the residence halls, some specific work may need to focus on undeclared residence hall and SYE programming.

Grow team – more peers connecting with students in even more ways, encouraging fellow students to begin their career preparation earlier in their college years.

Integral part of FYE (First Year Experience) and SYE (Sophomore Year Experience) outreach efforts this coming year and also help develop resources for use online. Their voices make such an impact among their peers and we need to use their influence to change the culture of Central to enfold the career process into the daily workings of this institution.

Include the peers in the strategy of Career Services outreach to students, faculty and community business leaders this coming year.

CAREER SERVICES		
Peer Advisors Monthly Contacts		
Date: July 2013 - June 2014		
	Face-to-Face	Phone/E-mail
	Student	Student
INQUIRY	1461	240
COUNSELING	323	0
OUTREACH	416	0
EVENTS	6	0
SUBTOTAL	2206	240
GRAND TOTAL:	2446	