

Services and Activities Fee Committee
Base Funding Request for FY2014-FY2017

Name of Program, Activity, or Service	CAREER SERVICES	S&A Project ID/ID's	534221000	Submitted By	Jaqualyn Johnson, x2446 johnsonj@cwu.edu
--	------------------------	--------------------------------	------------------	---------------------	---

Total Annual Base Funding Requested **\$ 180,491**

BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

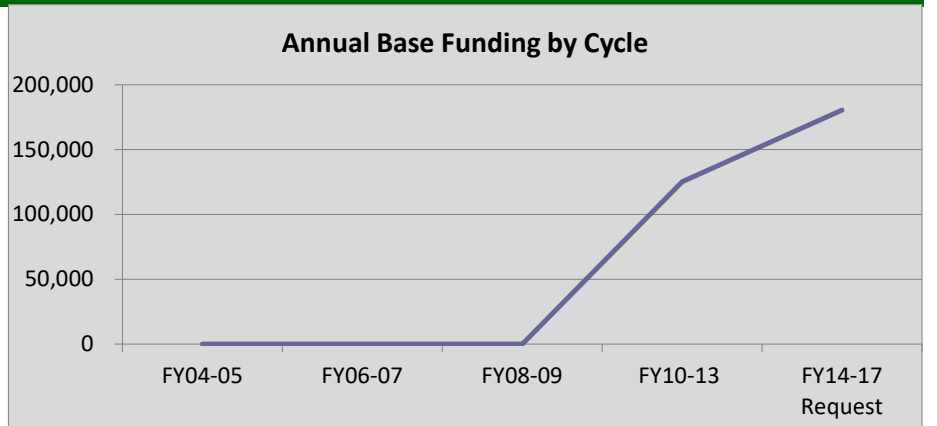
Career Services on the Westside serves students at the Lynnwood, Des Moines, Pierce, Kent and Everett university centers. The role of Career Services is to help students design their future. Merridy Rennick, career counselor at Lynnwood and Everett, is funded for a full-time, ten-month position. Angela Engel serves the Des Moines, Pierce and Kent campuses with an 11 month position. Both vibrant counselors meet with students and alumni for career counseling, interpret career assessments, teach UNI 301 Career Management, recruit employers to campus for informational panels, fairs and hiring, collaborate with faculty, conduct mock interviews, teach how to network effectively, present workshops and class presentations on all career-related topics including Dependable Strengths as well as coordinate westside Cooperative Education process. These positions support retention in helping students secure internships and permanent positions. This funding also supports two student employees and related professional development costs.

Career Services requests funding for 12 month, full-time positions for both career counselors. If funded, Merridy Rennick, CWU-Lynnwood, would begin the 12 month position in two years. Angela Engel would begin a 12 month contract July 1. A year ago, S & A conducted a student survey to better determine student priorities for funding. Career Services ranked first as the most essential service for our students.

ANNUAL BASE FUNDING REQUEST SUMMARY

(Provide the data for the chart below on the second tab. The chart will auto populate.)

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ 95,000
Civil Service Payroll	-
Student Payroll	12,540
Employee Benefits	28,876
Goods & Services	40,000
Travel	3,100
Equipment	975
Annual Base Expenses	180,491
<i>Less: Annual Other Funding Sources</i>	-
Annual Base Funding Request	\$ 180,491



Name of Program, Activity, or Service

CAREER SERVICES

S&A
Project
ID/ID's

534221000

Submitted By

Jaqualyn Johnson, x2446
johnsonj@cwu.edu

ANNUAL BASE EXPENSES

BASE ADMIN / EXEMPT PAYROLL EXPENSE

Admin/Exempt Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
Career Counselor	48,000.00	per Year	1.0	1	30.0%	48,000
Career Counselor	47,000.00	per Year	1.0	1	30.0%	47,000
	-	per Year	1.0	1	30.0%	-
	-	per Year	1.0	1	30.0%	-
	-	per Year	1.0	1	30.0%	-
	-	per Year	1.0	1	30.0%	-
BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL					28,500	95,000

BASE CIVIL SERVICE and TEMP PAYROLL EXPENSE

Civil Service/Temp Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-

Base Funding Request

Name of Program,
Activity, or Service

CAREER SERVICES

S&A
Project
ID/ID's

534221000

Submitted By

Jaqualyn Johnson, x2446
johnsonj@cwu.edu

-	per Month	12.0	1	35.0%	-
-	per Month	12.0	1	35.0%	-
-	per Month	12.0	1	35.0%	-
-	per Month	12.0	1	35.0%	-
-	per Month	12.0	1	35.0%	-
-	per Month	12.0	1	35.0%	-
-	per Month	12.0	1	35.0%	-
-	per Month	12.0	1	35.0%	-
-	per Month	12.0	1	35.0%	-
-	per Month	12.0	1	35.0%	-
BASE <u>CIVIL SERVICE</u> and <u>TEMP</u> PAYROLL EXPENSE TOTAL					-

Name of Program,
Activity, or Service

CAREER SERVICES

S&A
Project
ID/ID's

534221000

Submitted By

Jaqualyn Johnson, x2446
johnsonj@cwu.edu

BASE STUDENT PAYROLL EXPENSE

Student Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
Peer Advisor	10.00	per Hour	627.0	1	3.0%	6,270
Peer Advisor	10.00	per Hour	627.0	1	3.0%	6,270
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
-	-	per Hour	627.0	1	3.0%	-
BASE <u>STUDENT</u> PAYROLL EXPENSE TOTAL					376	12,540

Name of Program,
Activity, or Service

CAREER SERVICES

S&A
Project
ID/ID's

534221000

Submitted By

Jaqualyn Johnson, x2446
johnsonj@cwu.edu

BASE EMPLOYEE BENEFITS EXPENSE

Payroll Category	<i>Overall Benefits %</i>	Annual Base Amount
Admin/Exempt	30.0%	28,500
Civil Service	N/A	-
Student	3.0%	376
BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL	26.9%	28,876

Name of Program,
Activity, or Service

CAREER SERVICES

S&A
Project
ID/ID's

534221000

Submitted By

Jaqualyn Johnson, x2446
johnsonj@cwu.edu

BASE GOODS & SERVICES EXPENSE

Description of Goods & Services Expense

**Annual Base
Amount**

Phone, Office Supplies, Professional Development,
Subscriptions/Memberships, Assessments

40,000

-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-

Name of Program,
Activity, or Service

CAREER SERVICES

S&A
Project
ID/ID's

534221000

Submitted By

Jaqualyn Johnson, x2446
johnsonj@cwu.edu

	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
BASE <u>EQUIPMENT</u> EXPENSE TOTAL		975
ANNUAL BASE EXPENSES - TOTAL		180,491

Name of Program,
Activity, or Service

CAREER SERVICES

S&A
Project
ID/ID's

534221000

Submitted By

Jaqualyn Johnson, x2446
johnsonj@cwu.edu

ANNUAL BASE FUNDING SOURCES (Revenues & Transfers In)

BASE OTHER FUNDING SOURCES (Revenues & Transfers In)

Description of Other Funding Source (Revenues & Transfers In)	Annual Base Amount
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
BASE OTHER FUNDING SOURCES TOTAL	-

USE OF CARRY FORWARD (RESERVES)

Description of Carry Forward (Reserve) Balance	Total Expected Carry	Total to be Used for Expenses	Total to be Retained	Annual Base Amount
As of July 1, Carry Forward was \$62,106.39	-	-	-	-
	-	-	-	-
USE OF CARRY FORWARD (RESERVES) TOTAL	-	-	-	-

ANNUAL BASE OTHER FUNDING SOURCES - TOTAL

-

ANNUAL S&A BASE FUNDING REQUEST

\$180,491

Name of Program,
Activity, or Service

CAREER SERVICES

S&A
Project
ID/ID's

534221000

Submitted By

Jaqualyn Johnson, x2446
johnsonj@cwu.edu

DISCLOSURE OF NON-S&A FUNDING SOURCES

DISCLOSURE OF NON-S&A FUNDING SOURCES

<u>Description of Non-S&A Funding Source</u>	<u>Year 1 FY 2010</u>	<u>Year 2 FY 2011</u>	<u>Year 3 FY 2012</u>	<u>Year 4 FY 2013</u>	<u>Average Annual Amount</u>
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
DISCLOSURE OF NON-S&A FUNDING SOURCES TOTAL	-	-	-	-	-

DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL