

SERVICE & ACTIVITY FEE ANNUAL REPORT

Career Services Peer Advisor Program: \$15,941

S&A Committee feels this is a good service to students and is a student-centered service. It also supports student employment.

Fiscal Year: FY2020
Program Name: Career Services Peer Advisor Program
Manager: Vicki Sannuto

Please list any S&A funded positions 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.

There are no vacant positions. Salaries have increased and I am using non-work study students so the budget is being totally spent on the three students we currently have in the positions.

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. We had some issues with collecting data over this past year and lost information for fall quarter 2019. Our programming was severely affected by COVID 19 and we were going to shut the program down in March but managed to keep it open virtually. The peers transitioned to virtual facilitating virtual workshops and seeing students via Zoom. We also added virtual drop ins in the Diversity and Equity Center in spring quarter. Student engagement was very low in spring quarter. Fall 2020 is going better with similar activities. I believe all students who engage with our peers benefit from having a fellow student support and guide them through typical career activities. The peers also helped us with all our major career fairs. Of note, for the 2019 1st Six Weeks Programming Escape Room, they created decorations and led multiple groups of students through the experience. We could not have done this activity without them. They have helped with tabling during all events and interacted with hundreds of students. This is really valuable especially for first year Orientation events where they can talk with perspective students. They create and lead all their own workshops.

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

There were no fund transfers.

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

We did roll over \$14,651.37 into this year's budget, an accumulation of three years' worth of savings. We saved money because we had work study students over the years who cost us less. Some years we have none. This year we have one and will probably fully use the total budget

(including rollover) to pay for our three students at maximum hours per week. Our continued goal is to provide student employment and professional training to the students.

Service & Activities Base Funding Financial Overview
For the month ended October 31, 2020
 Department: Career Services
 Fund: F:522
 As of 11/13/20

| | FY21 Actuals + Forecast | FY20 Actuals | FY 19 Actuals | FY18 Actuals |
|---|-------------------------------|---------------|---------------|---------------|
| Revenues | | | | |
| CWU-Allocation (Revenue) | 16,206 | 16,206 | 15,941 | 15,941 |
| Total Revenues | 16,206 | 16,206 | 15,941 | 15,941 |
| Transfers | | | | |
| Total Transfers | 0 | 0 | 0 | 0 |
| Expenses | | | | |
| CWU-Salary and Wage (Faculty) | 0 | 583 | 0 | 0 |
| CWU-Student/Temporary/Overtime | 17,941 | 10,324 | 12,065 | 8,738 |
| Total Salaries | 17,941 | 10,907 | 12,065 | 8,738 |
| CWU-Benefits | 516 | 447 | 406 | 339 |
| Total Salaries & Benefits | 18,457 | 11,354 | 12,471 | 9,077 |
| CWU-Goods | 266 | 135 | 77 | 183 |
| CWU-Supplies | 90 | 0 | 20 | 0 |
| CWU-Program | 240 | 0 | 89 | 0 |
| CWU-Travel | 0 | 10 | 20 | 0 |
| Bad Debt | 0 | 0 | 0 | 0 |
| Total Goods & Services | 596 | 145 | 205 | 183 |
| Total Expenses | 19,053 | 11,499 | 12,677 | 9,261 |
| Net Resources | (2,847) | 4,707 | 3,264 | 6,680 |
| Projected Beginning Fund Balance | 14,651 | 9,945 | 6,680 | 0 |
| Projected Ending Fund Balance | 11,804 | 14,651 | 9,945 | 6,680 |