

## 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 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.**

**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.**

## **INTRODUCTION**

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; 3) assistance with employment (events); and, 4) career education (Univ. 301, classroom presentations, workshops). The Lynnwood counseling position is 10 months (36 hours per week) and the Des Moines position is 12 months (40 hours per week).

All of Career Services workshops and events are designed to help students with skills needed to get jobs and internships. The west side counselors work very hard to provide many of these experiences in partnership with employers.

## **PROGRAMMING**

Monthly statistics for July 2019 - June 2020 show the counselors had approximately 3,127 contacts. The contact numbers include one-on-one appointments, phone/emails, Zoom meetings, workshop/classroom and event interactions. Employer contacts are essential to monitor and maintain for setting up programming for the students.

Regular weekly programming at Lynnwood and Des Moines includes resume/cover letter drop-ins.

Both instructors are quarterly contributors/ presenters to BUS 301, Contemporary Issues in Business. Des Moines counselor is quarterly contributor to the education classes for resume/cover letter and interview instruction. Des Moines Counselor instructed Bus 310 class with 30-40 students during fall, winter and spring quarters.

### **Presentations/Workshops**

- LAJ and Career Services workshop, Topics Covered: Develop Objective and Purpose statement. KSA's (knowledge, skills, and abilities). Resumes. (25 students)
- LAJ and Career Services workshop, Part 2 Topics Covered: Letters of Recommendations. References. How to summarize awards, honors, recognition, community service, academic skills. (30 students)
- Meet the Employer with the Federal Bureau of Investigation (FBI), panel of 5 FBI employees. (70 students, 4 campuses/ DE to 3 campuses)
- Excel For Accountants, Workshop taught by guest speaker/ expert in the field and youtuber. (26 students)
- All you need to know about: Internships Workshop (6 students)
- International Student CPT and Internship Info Session, hosted by the International Student Center and Career Services (10 students)
- *ITAM Retail Technology Management* Employer Panel, Employer's represented Starbucks, Nordstrom, REI, lululemon and Microsoft. Hosted by ITAM and Career Services. (28 participants, students and staff)

- Federal Careers Employer Panel, a panel of 4 federal employees about what type of opportunities are available, Hosted by LAJ and Career Services. (34 participants)
- Interview workshop with Employer Clark Nuber- Open to all majors with a focus on preparing for Fall Accounting Recruiting. (19 students)
- International Student OPT and Job Search Workshop, Hosted by International Student Services and Career Services. (14 students)
- Employer Panel featuring Microsoft Recruiter and CWU Alum, (22 students)
- United Way VITA promotion classroom visits, 85 students
- Resume Open Lab, Get Ready for ACE, Fall, 8 students
- Resume Open Lab, Winter, 10 students
- Accounting Career Event (ACE), Provided transportation for 12 students from the Lynnwood Center to ACE.
- Both Counselors participate in Orientation for 3 campuses every quarter which includes a Resource Fair. 600+ students:
  - Student Services Fair for Orientation, Career Services table
  - Intro to CS during Orientations- 80 students
- Cover Letter Open Lab, 5 students
- Visited Accounting classes to present about Fall Accounting Recruiting events and Accounting Career Event (157 students, 5 staff)
- Lunch and Learn Series, Lynnwood Faculty and Staff—How Career Services can help you. (5 Students, 4 staff)
- Resume Blitz for Fall Accounting Recruiting
- On-campus Interviews—Larson Gross, Vine Dahlen, Shannon & Associates and CliftonLarsonAllen (10 students)
- Education Career Fair in Ellensburg. Bus transportation of CWU Des Moines and Pierce students to the fair.
- Interview workshop- Open to all majors with a focus on preparing for Fall Accounting Recruiting
- Grad Kick-off both campuses. (50 students)
- Society of Student Accountants, Career Services Introduction, 10 students, 2 faculty
- Fall Accounting Resume Workshop, 10 students, 1 employer
- Mock Interview Workshop, 5 students, 1 employer
- Clover Park School District Information Session, 20 students, 2 faculty, 1 employer
- Career Services for Student Teachers, 6 students, 3 staff
- Interviewing & Resumes, Elem Ed classroom presentation, 25 students, 1 faculty
- Resumes, Elem Ed classroom presentations, 45 students, 2 faculty
- Resumes, LAJ classroom presentation, 22 students, 1 faculty
- Resumes & Professional Bios, LAJ classroom presentations, 93 students, 3 faculty
- Resumes & Internships, Mgmt classroom presentation, 20 students, 1 faculty
- Seattle Police Department Careers, 41 students, 4 faculty/staff
- Tips for Surviving the COVID 19 Job Market Presentation, viewed by 160 people.

- Search Committee for Westside Academic Advisor
- Co-facilitated the Washington State Career Services Directors Annual Meeting on May 14
- Produced 5 Career Services one-page newsletters between October 2019 and March 2020, and emailed them to all Des Moines and Pierce County students and faculty.
- Recorded one informational interviews with a career professional for our Discover Your Path video series, available on the CWU YouTube Channel (completed two more this fall)

**Student/faculty/staff Feedback**

“I really appreciate all of your help with my resume, and it definitely looks improved and I feel much better about it.” (student email to Steve, 9/27/2019)

“This is extremely helpful, thank you so much for your help. Everything you mention just makes so much sense.” (student email to Steve, 10/2/2019)

“Thank you so much for providing such useful feedback. This is really helpful.” (student email, 2/28/2020)

"I am writing to let you know I got the job! Thank you so much for your help with my cover letter, resume, and interview!" (student email to Steve, 5/27/2020)

“Merridy, It was so nice talking with you! You were very knowledgeable and extremely helpful. I’ve got an action plan for my next steps! I’ll send you a copy of my resume to review. Thanks again. I look forward to our next conversation.” (student e-mail to Steve, 9/1/2020)

“Good morning Merridy, I just wanted to say thank you for meeting with me yesterday. You have helped ease a little nagging part in my mind during this 18-credit quarter, and that is much appreciated. I am putting your advice and some of the examples you have sent to work, and I look forward to meeting again with you shortly.” (student e-mail, 6/30/2020)

“Dear Merridy, It was a pleasure meeting with you and your students – great turnout, great questions and great engagement overall. Please do be in touch about doing this again soon, or if you have any other ideas for collaboration.” (Employer e-mail about joint online event, 11/6/2020)

Ms. Rennick, I took your wonderful suggestions and I think that has drastically improved both my resume and cover letter. Specifically, about moving the paragraph about HR experience toward the top, that was a good tip. (student e-mail, 4/24/2020)

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

|   | FY21<br>Actuals +<br>Forecast | FY20 Actuals   | FY 19 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>                        |                               |                |                |                |
| <b>Total Transfers</b>                  | <b>0</b>                      | <b>0</b>       | <b>0</b>       | <b>0</b>       |
| <b>Expenses</b>                         |                               |                |                |                |
| CWU-Salary and Wage (Staff)             | 106,096                       | 106,005        | 99,532         | 105,183        |
| CWU-Student/Temporary/Overtime          | 0                             | 0              | 1,943          | 1,245          |
| <b>Total Salaries</b>                   | <b>106,096</b>                | <b>106,005</b> | <b>101,474</b> | <b>106,428</b> |
| CWU-Benefits                            | 43,133                        | 39,202         | 40,799         | 39,495         |
| <b>Total Salaries &amp; Benefits</b>    | <b>149,229</b>                | <b>145,207</b> | <b>142,274</b> | <b>145,924</b> |
| CWU-Goods                               | 1,856                         | 2,773          | 1,477          | 2,141          |
| CWU-Services                            | 0                             | 750            | 2,100          | 750            |
| CWU-Supplies                            | 80                            | 430            | 541            | 30             |
| CWU-Utilities                           | 1,112                         | 793            | 1,009          | 996            |
| CWU-Program                             | 3,500                         | 306            | 432            | 804            |
| CWU-Travel                              | 3,000                         | 357            | 745            | 2,462          |
| CWU-Equipment/Software (Non-Capita)     | 1,000                         | 983            | 1,722          | 214            |
| Bad Debt                                | 0                             | 0              | 0              | 0              |
| <b>Total Goods &amp; Services</b>       | <b>10,548</b>                 | <b>6,392</b>   | <b>8,026</b>   | <b>7,396</b>   |
| <b>Total Expenses</b>                   | <b>159,777</b>                | <b>151,599</b> | <b>150,300</b> | <b>153,320</b> |
| <b>Net Resources</b>                    | <b>10,352</b>                 | <b>18,530</b>  | <b>17,459</b>  | <b>14,268</b>  |
| <b>Projected Beginning Fund Balance</b> | <b>50,507</b>                 | <b>31,977</b>  | <b>14,518</b>  | <b>250</b>     |
| <b>Projected Ending Fund Balance</b>    | <b>60,859</b>                 | <b>50,507</b>  | <b>31,977</b>  | <b>14,518</b>  |