

## **S & A Report 2010 - 2011**

To: Ethan Bergman, Jack Baker and Services & Activities Fees Committee  
From: Jaqualyn Johnson, Director, Career Services johnsonj@cwu.edu  
Merridy Rennick, Career Counselor, CWU-Des Moines rennickm@cwu.edu  
Re: CWU Des Moines Career Counselor Annual Review  
Date: November 18, 2011

### **I. CAREER SERVICES CAREER COUNSELOR, CWU-DES MOINES**

**GENERAL INFORMATION: Budget #: 53422100**  
**S & A Revenue Allocation: \$70,000**

#### **GOODS AND SERVICES EXPLANATION as of June 30, 2011**

**SALARY & BENEFITS:**

- |  |               |
|--|---------------|
| 1. Total payroll for exempt:             | \$30,724.732. |
| 2. Total payroll for benefits:           | \$14,640.31   |
| 3. Total for five student Peer Advisors: | \$3,098.00    |

#### **EQUIPMENT:**

- |                             |            |
|-----------------------------|------------|
| 1. Dell PC Laptop @ cost of | \$1,954.61 |
| 2. New keyboard @           | \$25.00    |

#### **CAREER ASSESSMENTS:**

- |  |          |
|--|----------|
| 1. CPP 100 Strong Interest Inventory Assessments:    | \$773.28 |
| 2. Skillsone Annual Site Renewal Fee                 | \$195.00 |
| 3. TypeFocus Internet Inc. Online Career Assessment: | \$534.00 |

**ANNUAL SOFTWARE** houses educational placement files, student resumes, jobs and internship announcements

- |  |           |
|--|-----------|
| 1. EXPERIENCE INC. (e-Recruiting) software annual renewal: | \$3000.00 |
|--|-----------|

#### **PROFESSIONAL DEVELOPMENT AND MEMBERSHIPS**

- |  |          |
|--|----------|
| 1. American Association for Employment in Education (AAEE):  | \$200.00 |
| 2. Federal Advising Training Registration @ SPU:             | \$200.00 |
| 3. Puget Sound Business Journal Online Subscription Renewal: | \$49.00  |

#### **MARKETING**

- |                                      |          |
|--------------------------------------|----------|
| 1. 2000 Wildcat Paw Tattoos          | \$194.40 |
| 2. 2000 Wildcat Career Network Cards | \$222.12 |

**MILEAGE Traveling between Westside Centers** \$284.58

**OFFICE SUPPLIES** \$512.68

**II. SOURCES OF OUR FUNDING:** 9 1/2 positions state funded. One and 1/2 positions funded through Dedicated Budget # 324720000. CWU Des Moines career counseling position funded through S & A. Peer Advisor program also funded through S & A budget. We receive \$10.00 of the graduation fee and income from education majors requesting educational placement file sends to school districts.

**III. STUDENT CENTERED PROGRAMMING**

September:	2 cohorts of EDE new student orientation	55 students
	Kent education new student orientation	18 students
	Career Management University 301	15 students
	2 Accounting classes recruit for Prescreen	30 students
	SSA Networking event: 6 employers and	50 students
October	Class Presentation and Kent Interviewing Workshop	
	Highline Community College Career Fair	
November	Presentation in English Class	14 students
	Placement File Presentations	42 students
	Psychology Seminar	5 students
	Graduate School Workshop	23 students
December	New Student Orientation	50 students
	Presentation at Kent	16
	Career Class	18
	Getting into Graduate School	18
January	Internship presentation	26
	Career Class	24
February	Des Moines students attend Extreme Entrepreneur Tour	
	Educational Placement File Presentation	26
	Resume & C. Letter for Educators	
	ESL class presentation	18
March	Pierce Resume workshop	24
	Spring New Student Orientation	46
April	Grad Finale Table	
	Meeting with Kent Student Services	
May	CWU/HCC Job Fair	
	Washington State Legislature Internship Visit	
	English class presentation on services	
	Career Development Association Conference	
June	College of Business Orientation	32
	Presented Renton Police Department with Employer of the Year Award	
	South Center Rotary Presentation	24

**IV. STUDENTS SERVED**

**September 2010 – June 2011**

<b>General Inquiry meeting</b>	22
<b>Student Counseling Appointments:</b>	460 students
	73 phone/email app's

**Outreach tables/classroom/ presentations:** 623  
**Events:** 62 students  
**Total for Student Counseling, Outreach and Events:** 1240

**INTERNSHIPS – Des Moines and Pierce Headcount, Credits and FTE**

Fall 2010	Headcount	Credits	FTE
Des Moines	6	35	2.3333
Pierce	3	11	0.7333
<b>Total</b>	9	46	3.0667

Winter 2011	Headcount	Credits	FTE
Des Moines	9	40	2.6667
Pierce	3	8	0.5333
<b>Total</b>	12	48	3.2000

Spring 2011	Headcount	Credits	FTE
Des Moines	8	35	2.3333
Pierce	4	18	1.2000
<b>Total</b>	12	53	3.5333

Summer 2011	Headcount	Credits	FTE
Des Moines	13	88	5.8667
Pierce	3	11	0.7333
<b>Total</b>	16	99	6.6000

Total 2010-11	Headcount	Credits	FTE
Des Moines	36	198	13.2000
Pierce	13	48	3.2000
<b>Total</b>	49	246	16.4000

**V. WE INFLUENCE STUDENTS AND FACULTY THROUGH:**

**1. Building relationships with career counselor:**

*Professor Rennick*

*I loved your class today, it was so energetic, lively, and interesting!  
Thank you! Professor Rennick*

*Thank you for coming one last time to my class. As I was leaving, I noticed that you had succeeded in drawing out my quiet class. If I remember correctly, my spring class was quite participatory. However, it seems as though you got through to them. Great! It's so important that they get exposed to the ideas you discuss. Thanks again.*

*Your incredible effort this quarter, to serve multiple campuses, has not gone unnoticed. Thank you for your commitment to CWU students and your willingness to provide multiple campuses with career services, during this time of transition. Your accomplishments are extraordinary!*

*Your new presentation was great! It even roused my quiet students to ask a few questions. Miraculous! Thank you so much.*

*I wanted to let you know about the great job that Merridy Rennick did in discussing internship opportunities in my Criminal Procedure Class at the Des Moines Center on Monday. She was enthusiastic and informative in her presentation. Merridy's energy is contagious and I am hopeful that the students will take to heart all of the assistance that she is able to provide to them.*

*For those currently doing internships, I value the work that Merridy does with the students which makes my job as faculty advisor much easier. She has also worked with some of my unemployed returning students and the many challenges that they face.*

*It is wonderful to have Merridy as a colleague at the Des Moines Center.*

2. **Career Counseling:** One-on-one appointments in person, email and by phone as well as assessment interpretation

3. **Workshops:** Classes, Clubs, Orientations, General Student population

4. **Teach Career Management UNIV 301 fall and winter quarters** averages 22/quarter.

5. **Program: Job Club—Job resource, networking and support group**

**Job Club** spring quarter—2 job resource groups on different days. 3 hours a week—each club 1 ½ hours. Job Resource groups 85 % success rates—What Color is Your Parachute, network, help each other, guest speakers.

**“The Art of Interviewing”** workshop, **Educational Placement File Workshops**  
**“Getting Into Grad School”**

**Represented department in “Federal Advising”, Federal Jobs and Internships Training**

**6. Employer Relations—Outreach to 25 local employers to connect them with our students for jobs and internships**

**7. Internship Logistics, monitoring learning agreements, problem-solving**

**8. Partnerships:** Partnering with HCC on career fair planning. Advantage of previously working at HCC. Maintaining strong relationships with faculty and departments. Used volunteers for mock interviewing. Have been guest speaker in some of the HCC classes.

**9. Career Ink:** Departmental Newsletter that supports all students. Merridy submitted articles pertinent to Westside students and presented annual Employer Appreciation Award to Renton Police Services

Merridy has brought a plethora of programs and energy, including information sessions, workshops, and employers to the Des Moines students. Teaching the 2-credit Career Management UNIV 301 class has been extremely valuable to students as indicated by their SEOI's.

Please continue to fund this essential position! Thank you!