

SERVICE AND ACTIVITY FEE ANNUAL REPORT

GENERAL INFORMATION	
Reporting Year:	2014
Reporting Program:	S&A Career Svc - Westside Cslr
Funded PID:	53422100
Program Manager	Catherine Vicki Sannuto

Financial Report Back:	
REVENUE:	
S&A Funds Received	\$134,435.59
Self Support Funds Earned	\$0
Other Funds Received	\$0
TOTAL REVENUE:	\$ 134,435.59
EXPENSES:	
STUDENT PAYROLL	\$ -
NON STUDENT PAYROLL	\$83,953.24
BENEFITS	\$33,236.97
GOODS & SERVICES	\$4,693.69
TOTAL EXPENSES:	\$ 121,883.90
TRANSFERS IN	
TRANSFERS OUT	\$ -
NET CHANGE	\$ 12,551.69

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 – West Side Counselors

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; and 3) assistance with job search (including workshops and events). The two counselors each teach a section of Univ. 301 Career Management. The number of course offerings this year was decreased due to events being added and staff absences. We tried to hire a peer advisor at Lynnwood but that fell through because of the student's personal situation.

NEW ACTIVITIES

A significant change in the fall of 2013, was the decision by the College of Business to host their own career fair at the Des Moines campus. This also included a new pre-fair event specifically for students who were veterans. Also in fall quarter, our Lynnwood staff ran the Accounting Career Event (formerly Rock Salt) at the Lynnwood campus. We also established a mini-career center at the Des Moines campus with computer stations for students to work on career materials.

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. This year Career Services started taking students on field trips to employer locations. The west side counselors helped prepare students for those meetings and attended them as well. There were four of those events with 113 students attending.

The counselors also play a major role in all New Student Orientations. The Lynnwood counselor organized the first CWU/Edmonds Open House. The Des Moines counselor helped organize the first Sports Sale Summit with supply chain faculty, basically another career fair with sports as the main theme. Other new events included Linked In picture day.

PROGRAMMING

Monthly statistics for July 2013-May 2014 (June 2014 was unavailable at time of report) show that the counselors had almost 8,000 contacts with employers and students. As mentioned above, the employer contacts are essential to setting up programming for the students.

Presentations/Activities

- UNIV 301 course winter quarter, two sections —22 students
- Accounting Student Career Preparation Workshops—85 students
- Society of Student Accountants Career Presentations—20 students
- Pierce Campus Education Cohort Presentation—25 students
- Education Placement File Presentation—35 students
- Resume Writing Workshop for Education Majors—20 students
- Career Preparation Presentation for Electronic Engineering Technology Majors—12 students
- “Meet the Employer” Fluke and Crane Aerospace – 38 students

- “Meet the Employer” Boeing Information Session—25 students
- “Meet the Employer” Highline Public Schools—20 students
- “Meet the Employer” Zillow site visit—30 students
- On-Campus Interviews—23 students
- Careers in Psychology Presentation—10 students
- Boeing Supply Chain Case Competition—8 students
- Washington State Legislative Internship Program Information Sessions—179 students
- LinkedIn Picture Day—10 students
- Resume Writing Classroom Presentations—55 students
- Student Leadership Group Presentation on Articulating Good Experiences—5 students
- Dependable Strengths Workshop—14 students
- Rock Salt Ready Workshop- 10
- Resume Doctor- 14
- Quarterly (Fall, Winter, Spring) OPT employment workshops- 24
- Accountemps workshop- 22
- Washington State Troopers- 6
- Worksource workshop 4
- Social Media workshop- 5
- Education Majors classroom presentation- 25
- Career Fair Success- 10

Coordinated Events

- Des Moines accounting pre-screen – 2 employers
- Lynnwood accounting pre-screen- 8 employers
- Co-hosted Accounting Career Event – 25 employers/120 students
- College of Business Career Fair—200 students/25 Employers
- Veteran and Employer Meet and Greet—10 students
- Sport Sales Summit—75 students
- CWU/Highline Volunteer and Internship Fair—100 students
- Boeing NW internship web info session- 6
- Rock Salt (CWU Accounting Career Event) – 25 employers/120 students
- CWU Lynnwood/ EdCC Spring Career Fair
- Assisted in creating the 1st CWU/ Edmonds Community College open house
- Major role in organizing all quarterly New Student Orientations at Lynnwood

Participated in

- Quarterly New Student Orientations
- Welcome Back Events
- Grad Kick-off

Other

- Attended the Japan Global Supply Chain Conference

- Institute of Supply Chain Management Advisory Board Meetings
- Institute of Supply Management of Western Washington Conference
- Attended the National Career Development Conference
- Created Electronic Student Resume Book for Supply Chain Employers—50 students
- New Wildcat Career Center at CWU Des Moines established in November 2013 offering weekly Resume Walk-In Clinics and the Interview Incubator Mock Interview Practice.
- EdCC internship fair- 25 CWU students attended

FUTURE

- A second College of Business Fair in October 2014.
- Accounting Career Event at Des Moines campus in September 2014.
- Monthly field trips to employers for all majors.
- A second Sports Sale Summit January 2015.

CAREER SERVICES-MONTHLY CONTACTS

Date: July 2013 - May 2014

	Face-to-Face		Phone/Email	
	Student	Employer	Student	Employer
INQUIRY	1331	7	884	393
COUNSELING	920	33	691	88
OUTREACH	1732	104	53	12
EVENTS	1123	159	302	103
SUBTOTAL	5,106	303	1,930	596
GRAND TOTAL:			7935	