

## SERVICE AND ACTIVITY FEE ANNUAL REPORT

GENERAL INFORMATION	
Reporting Year:	2016
Reporting Program:	S&A Career Svc - Westside Cslr
Funded PID:	4635750001
Program Manager	Catherine Vicki Sannuto

Financial Report Back:	
REVENUE:	
S&A Funds Received	\$ 134,278.00
Self Support Funds Earned	\$ -
Other Funds Received	\$ -
<b>TOTAL REVENUE:</b>	<b>\$ 134,278.00</b>
EXPENSES:	
STUDENT PAYROLL	\$ 1,287.60
NON STUDENT PAYROLL	\$ 94,924.10
BENEFITS	\$ 35,829.91
GOODS & SERVICES	\$ 14,349.95
<b>TOTAL EXPENSES:</b>	<b>\$ 146,391.56</b>
TRANSFERS IN	
TRANSFERS OUT	\$ -
<b>NET CHANGE</b>	<b>\$ (12,113.56)</b>

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 2015-2016 – 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; 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 2015 - June 2016 show that the counselors had slightly over 6,000 contacts with employers and students. This figure is a bit lower than 2014-2015 which was approximately 6,400. The drop in numbers seems to reflect two things: 1) a decrease in the number of student "inquiries" (general questions asked of the counselors outside sessions) and, 2) a decrease in serving alumni. This past year, the counselors were reminded to refer alumni to the main office for service beyond answering simple questions. Decreases could also be reflective of the lower number of students at the campuses. Des Moines numbers decreased from 763 to 728 students and Lynnwood from 536 to 467.

Counselors saw more students this year face to face in counseling and outreach and served slightly less via email or phone. This could reflect the trend that many students prefer face to face interaction when they can get it.

The contact numbers include one to one appointments, phone/emails, workshop/classroom and event interactions. Keeping statistics is challenging so we do not have numbers for everything we do. Employer contacts are essential to setting up programming for the students.

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

The Lynnwood counselor teaches a section of Univ. 301 Career Management every winter quarter. We hired a peer advisor at Lynnwood and that was very helpful for resume/cover letter drop ins, workshops and events.

### **Presentations/Workshops**

- Resume Writing and Interview Preparation Workshops (40 students)
- ACE Accounting Career Event Information Sessions Des Moines (30 students)

- Accounting Professional Workshop Lynnwood (26 students, 4 employers)
- Resume Doctor for ACE (8 students)
- Presented to Society of Student Accountants about Fall Accounting Recruiting events (4 people)
- Visited Accounting classes to present about Fall Accounting Recruiting events and Accounting Career Event (82 students)
- College of Business Fair Classroom presentations (40 students)
- Careers in Psychology presentation (9 students)
- Presentation to Education Majors on preparing for job search (18 students)
- Presentation for Education Career Fair Workshop with Dr. Eric Hougan and Ms. Sandy Lindelof - Des Moines (23 students) and Pierce campuses
- Presentation to Technical Writing class (15 students)
- Presentation to Human Resources class (25 students)
- Articulating Strengths Together 4-hour Intensive Interview Workshop for Education Majors (15 students)
- What can I do with a major in Psychology? Workshop (15 students)
- Presentation to Education Majors on preparing for job search (45 students)
- What can I do with a Major in Law and Justice? (8 students)
- Linked in Profile Workshop to CWU Ed majors and Renton Teacher Academy (35 students)
- Presented to Society of Student Accountants meeting Lynnwood (10 students)
- Wildcat Career Network workshop (6 students)
- Business Class Panel (4 employers, 22 students, 2 staff)
- Univ. 301 Career Management class Lynnwood winter 2015 (24 students)
- Researching Employers workshop, Jan. 26<sup>th</sup> (17 students)
- Student Leadership Group workshop: Resume and Cover Letter, Feb. 2<sup>nd</sup> (4 students)
- World of Internship presentation for BUS 301 class (20 students)
- Linked In workshops

### **Coordinated Events**

- Accounting Boot Camp—Visits to Expedia, Starbucks, Olympia/Legislative Budget Exercise and United Way of King County (12 students)
- ACE Accounting Career Event (100 students and 25 Employers)
- Accounting Career Event, Sept 24, Provided transportation to CWU Lynnwood students to the event
- Meet the Employer—Fastenal (20 students)
- Meet the Employer—Bader Martin
- Meet the Employer—Holman Distribution (8 students)
- Meet the Employer--WA State Auditor's Office (25 students)
- Meet the Employer—Milgard (25 students)
- Meet the Employer—WA Legislative Internship Program (4 classes)
- Boeing Internship Webinar (3 students)
- College of Business Career Fair Oct. 23 (200 students/25 faculty & staff/25

- employers)
- COB Fair, Oct. 23, Rented van and provided transportation for CWU Lynnwood students
- Researching Companies Workshop with CWU Brooks Library
- On Campus Recruiting, Hosted 5 Employers on campus: Klett, Larson Gross, Vine Dahlen, Bader Martin and Forbes
- Sport Sales Summit, January 8<sup>th</sup> (40 students)
- Daniel Seddiqui, Guest Speaker, Author of 50 Jobs in 50 States, Feb. 3 (50 students)
- Education Career Fair in Ellensburg on March 2<sup>nd</sup>. Bus transportation of CWU Des Moines students to the fair. (12 students)
- Non-Profit Career Fair, Lynnwood April 7<sup>th</sup>
- Nonprofit and Volunteer Fair with Student Life, Des Moines April 14 (75 students)
- Edmonds Community College Internship Fair Feb. 3
- Des Moines Interview Incubator every Friday 1-5 p.m.
- Des Moines Resume/Cover Letter drop ins Tuesdays 1-5 p.m.
- Lynnwood Resume Doctor, Every Tuesday, 4-5:30pm
- Sales and Marketing Panel, Jan. 26<sup>th</sup> (4 employers)
- Business Networking International- Networking Workshop featuring dynamic guest speaker, Feb 3rd, (6 students)
- EDCC/ CWU Lynnwood Career Fair, April 19
- Live Resume Event, ITAM dept., collaboration with Worksource and Edmonds Community College., May 18<sup>th</sup> (5 students)

### **Participated In**

- Boeing Supply Chain Case Competition
- Grad Kick-off both campuses
- New Student Orientations
- Career Services/ITAM RMT 490 Resume and Cover Letter Review Project
- West Side Commencement

### **Student Feedback**

"I just wanted to say thanks again for guiding me through those confusing months. It feels so great now to be in a career that I love...I hope you continue to lead others as successfully as you did me" (Student email Nov. 3/15)

"I want to say thank you for all of the help you have given me over the last year or so. The workshops you have put on... simply believing in me has been invaluable. All of those things gave me my dream job... You and CWU Career Services really does amazing things." (Student email Feb. 2/16)

"Thanks so much for providing access to valuable employment resources. I really nailed my two interviews thanks to you." (Student email Feb. 18/16)

"I felt that throughout my whole experience at CWU, the Career Service events was the most valuable to me... I now have a job offer from Amazon for when I graduate. (Student email Apr. 7/16)

"You are such a great resource and wonderful person. The positive support you gave to me, and I know countless others, means so much." (Student email Apr. 21/16)

## **2015-2016 GOALS AND FOLLOW UP**

1. Promote the Wildcat Career Network to students
  - Created specialized WCN workshops for Lynnwood students to assist them with WCN.
  - Worked with Career Services database coordinator to increase visibility and marketing materials to students.
  - Promoted WCN during New Student Orientation, Workshops and classroom presentations.
2. Coordinate speaker, Daniel Seddiqui (50 Jobs in 50 States) at Des Moines Feb. 2016
  - Event occurred Feb. 3 (50 students attended)
3. Coordinate with DM Psychology club on a day of "coding"
  - Event occurred Jan. 29 but coordinated by Psychology faculty and CWU Student Life
4. Become more technologically capable in order to promote events and use CWU and Career Services software better
  - West side counselors benefited from having CS database coordinator located at Des Moines to help upgrade their database skills
  - Lynnwood counselor uses Canvas for her class
  - Computers upgraded for better functionality
5. More employer outreach to develop relationships that support students in their education, job and internship search
  - Recruited employers for 3 CWU job fairs and one networking event.
  - Attended regional job fairs to network with employers.
  - Promoted WCN to employers to encourage them to post jobs and internships for CWU students.
6. Increase use of evaluations at workshops and events and collect better data on attendance
  - Counselors do keep track of attendance but are not using many evaluations for workshops. Need to improve this due to increased CWU focus on learning outcomes for all activities.

## **2016-2017 GOALS**

1. Coordinate a Student Services open house at the Lynnwood campus during Fall quarter to increase awareness of Career Services and other student services at Lynnwood.
2. Create more awareness about the populations that the Westside Centers serve.
3. Recruit 10 students for the Live Resume event
4. More employer and organizational outreach to develop relationships that support students in their education, job and internship search.

5. Assist in the efforts to increase the Centers' student population.
6. Use evaluation forms for all activities to keep track of learning outcomes
7. Work with Education faculty members to offer career preparation workshops in fall and winter quarters to prepare students for district open house events and upcoming career fairs
8. Create 1-page, career plans for each of the colleges outlining annual events and activities such as career fairs, recruiting schedules, career skills workshops. Include recommendations for best practices, such as alumni and professional panel discussions, employer visits and tours, and boot camps. Beginning with Accounting, College of Business, and Education.
9. Organize a calendar of weekly "Meet the Employer" events. Coordinate with faculty and student groups for in-class and club meeting presentations and site visits.

## CAREER SERVICES-MONTHLY CONTACTS

### West Side Counselors

Date: July 2015 - June 2016

	Face-to-Face				Phone/E-mail			
	Student	Faculty/Staff	Employer	Community	Student	Faculty/Staff	Employer	Community
<b>INQUIRY</b>	212	3	1	0	418	137	79	84
<b>COUNSELING</b>	1032	73	27	7	712	90	94	16
<b>OUTREACH</b>	1400	82	40	57	47	142	70	21
<b>EVENTS</b>	617	70	101	1	76	189	62	58
<b>SUBTOTAL</b>	<b>3,261</b>	<b>228</b>	<b>169</b>	<b>65</b>	<b>1,253</b>	<b>558</b>	<b>305</b>	<b>179</b>
<b>GRAND TOTAL:</b>								<b>6,018</b>

**CAREER SERVICES-MONTHLY CONTACTS**

**West Side Counselors**

**Date:** July 2014 - June 2015

	<b>Face-to-Face</b>					<b>Phone/E-mail</b>				
	Student	Alum	Faculty/Staff	Employer	Community	Student	Alum	Faculty/Staff	Employer	Community
<b>INQUIRY</b>	450	12	15	13	29	494	39	240	106	132
<b>COUNSELING</b>	781	88	46	18	7	472	80	54	66	33
<b>OUTREACH</b>	1273	0	84	52	26	73	15	150	46	32
<b>EVENTS</b>	831	0	37	133	8	124	13	226	92	55
<b>SUBTOTAL</b>	<b>3,335</b>	<b>100</b>	<b>182</b>	<b>216</b>	<b>70</b>	<b>1,163</b>	<b>147</b>	<b>670</b>	<b>310</b>	<b>252</b>
<b>GRAND TOTAL:</b>									<b>6,445</b>	