

SERVICE AND ACTIVITY FEE ANNUAL REPORT

GENERAL INFORMATION	
Reporting Year:	2017
Reporting Program:	Career Services
Funded PID:	4635750001
Program Manager	Vicki Sannuto

Financial Report Back:	
FUND BALANCE	\$ 11,913.84
REVENUE:	
S&A Funds Received	\$ 138,674.31
Self Support Funds Earned	\$ -
Other Funds Received	\$ -
TOTAL REVENUE:	\$ 138,674.31
EXPENSES:	
STUDENT PAYROLL	\$ 3,686.00
NON STUDENT PAYROLL	\$ 97,595.52
BENEFITS	\$ 38,773.38
GOODS & SERVICES	\$ 6,125.87
TOTAL EXPENSES:	\$ 146,180.77
TRANSFERS IN	
TRANSFERS OUT	\$ 4,407.38
NET CHANGE	\$ -

Please list any S&A funded position(s) 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.

See attached report.

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

End of the funding Cycle – Unused S&A Funds Transferred out

S&A REPORT 2016-2017 – 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 2016 - June 2017 show the counselors had approximately 5,296 contacts with employers and students. This figure is lower than 2015-2016 which was approximately 6,400. Decreases could be reflective of the lower number of students at the Des Moines campus. Des Moines student numbers decreased from 728 to 643 students (net loss of 85 students) over the period of 2015 to present. Two (2) academic programs were discontinued—Electronics Engineering Technology and Human Resources.

The student contact numbers may also be decreased as a result of more classes being taught online or hybrid and fewer students on campus for services. This past year, the counselors continued to refer alumni to the main office for service beyond answering simple questions.

The contact numbers include one-on-one appointments, phone/emails, workshop/classroom and event interactions. Keeping statistics is challenging as we are converting to the use of electronic Advisor Notes in MyCWU and a swipe card system, while still maintaining appointments in personal Microsoft Outlook Calendars. 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 and interviewing skills drop-ins.

The Lynnwood counselor teaches a section of UNIV/ BUS 301 Career Management every winter quarter. The Des Moines counselor is a regular presenter to BUS 301, Contemporary Issues in Business, and Education classes for resume/cover letter and interview instruction.

Presentations/Workshops

- Resume Writing and Interview Preparation Workshops (40 students)
- Accounting Professional Workshop Lynnwood (22 students, 6 employers)
- Accounting Professional Panel and Mocktail Party Des Moines (17 students, 3 alumni employers)
- Resume Doctor for ACE (10 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 (85 students)
- Preparing for Accounting Interviews Workshop (2 students)
- Articulating Strengths Together ® Intensive Interview Preparation Workshops (13 students)
- Becker CPA Review Workshop with Society of Student Accountants (7 students)
- The Boeing Company—“Applying to Boeing Business Internship” Webinar (5 students)
- Presentation to BUS 301, Resumes and Cover Letters (60 students)
- College of Business Fair Classroom presentations (40 students)
- Careers in Psychology presentation (12 students)
- Psychology Club presentation on resumes and LinkedIn (5 students)
- Presentation to Education Majors on preparing for job search (20 students)
- Presentation to Highline College TRIO Students (10 students)
- Presentation to Education Cohort students in Dr. Tina Georgeson’s Classes on “How to Prepare for a Career Fair” (50 students)
- Introduction to Education Interviews Workshop (Des Moines 5 students; Pierce 12 students)
- Presentation for Education Career Fair Workshop with Dr. Eric Hougan and Ms. Sandy Lindelof - Des Moines (25 students) and Pierce campuses (12 students)
- Presentation on Networking with Mavis Lamb, BNI to Human Resources class (20 students)
- Presentation on Networking with Mavis Lamb, BNI to Career Class (12students)
- Articulating Strengths Together 4-hour Intensive Interview Workshop for Education Majors (8 students Des Moines; 5 students Pierce)
- What can I do with a major in Psychology? Workshop (15 students)
- Presentation to Education Majors on preparing for job search (45 students)
- Internship Workshop for International Students with Kathy Gallentine and Botum Sok (7 Students and 3 Alumni Panelists)
- “Letters of Intent” presentation to Student Teachers (25 students)
- LinkedIn Profiles Workshop presented by Botum Sok, Career Services Intern, for Dr. Eric Hougan’s Education Class (25 student)
- “Applying for Boeing Business Internships” with guest presenters Botum Sok and Jesse Brand (5 students) Recorded Event
- What can I do with a Major in Law and Justice? (8 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 2016 (8 students)
- Researching Employers workshop, Jan. 26th (17 students)
- Student Leadership Group workshop: Resume and Cover Letter, Feb. 2nd (4 students)
- World of Internship presentation for BUS 301 class (20 students)

Coordinated Events

- Accounting Boot Camps—Visits to Peterson Sullivan, WA State Auditor's Office, WA State Legislative Internship Program, DP&C CPA Firm Tacoma, RSM, and Weyerhaeuser, United Way of King County (12 students)
- Accounting Professional Panel and Mocktail Party. Employers included: DP&C CPA Firm, Expedia, and Talking Rain Beverages
- ACE Accounting Career Event (100 students and 18 Employers)
- Accounting Career Event, Sept 22, Provided transportation to CWU Lynnwood students to the event
- On-campus Interviews—Shannon & Associates and CliftonLarsonAllen (10 students)
- National Manufacturing Day—Starbucks Roasting Facility site visit (20 Supply Chain students)
- Meet the Employer— Fender Guitars, visit with SOURCE Westside Winners and former VP of Supply Chain for Fender Guitars, Brad Saviello (2 students)
- Meet the Employer— Highline Public School District recruiter visit to CWU Des Moines Campus Education Cohort (18 students)
- College of Business Career Fair Nov. 4 (200 students/25 faculty & staff/20 employers)
- COB Fair, Nov 4, Rented van and provided transportation for CWU Lynnwood students
- Meet the Employer—City of Des Moines, Finance Department (20 students)
- Meet the Employer—Tom Byrne, Byrne CPA Firm (5 students)
- Meet the Employer—Highline Public Schools Site Visit for Open House (7 students)
- Excel for Accountants Workshop Lynnwood
- ExcelisFun Workshop with Michael Girvin, Des Moines (10 students)
- Meet the Employer—WA Legislative Internship Program (4 classes)
- United Way of King County Tax Preparer Program, Employer Visit to Accounting Classes
- On-Campus Interviews—Highline Public Schools (5 students)
- Education Career Fair in Ellensburg on March 2nd. Bus transportation of CWU Des Moines students to the fair. (12 students)
- Meet the Employer—Tableau Software (25 students, classroom presentation MIS)
- Meet the Employer—PACCAR (25 students, classroom presentation SCM course)
- Meet the Employer—Tacoma Public Schools (Pierce Campus, 3 students)
- Working Abroad in Canada—Presentation by representatives of the Canadian Consulate
- Meet the Employer-- Clark County School District – Las Vegas, NV @ CWU Des Moines Campus for Information Session and On-Campus Interviews

- College of Business LAUNCH Event at Seattle Center. Coordinated participation of employer representatives from Accenture, Amazon, and Tableau.
- Non-Profit Career Fair, Lynnwood April 7th
- Meet the Employer—Mass Mutual, site visit for Finance Club students (5 students)
- Meet the Employer—WA State Department of Revenue, Coffee with CWU Alumni (5 students)
- LinkedIn Photo Booth with Student Life on May 23rd (12 students)
- Meet the Employer—Recruiter from Brookfield Global Integrated Solutions in the Career Center (4 Students)
- Edmonds Community College Internship Fair, Jan. 26th
- Des Moines Interview Incubator every Friday 9am-Noon.
- Des Moines Resume/Cover Letter drop-ins Tuesdays and Thursdays 1-5 p.m.
- Lynnwood Resume Doctor, Every Tuesday, 4-5:30pm
- Sales and Marketing Panel, Jan. 26th (4 employers)
- Business Networking International- Networking Workshop featuring dynamic guest speaker, Feb 7th, (10 students)
- EDCC/ CWU Lynnwood Career Fair, April 19
- Excel for Accountants workshop Lynnwood, 26 students, Jan. 18th
- Job Search Strategies workshop, Worksource, 10 students, Feb. 7th
- United Way visit for VITA program- 3 classes- 70 students
- Meet the Employer- CampusPoint workshop, 9 students, Feb. 9th
- Accounting Professional Workshop Lynnwood. Employers included: WA. State Auditors Office, Seattle Community Colleges, CPA Firms: HKP, Bader- Martin, Clark Nuber.

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Participated In

- Boeing Supply Chain Case Competition
- Grad Kick-off both campuses
- New Student Orientations
- West Side Commencement

Student Feedback

I just wanted to thank you for putting together the "Excel for Accountants Workshop - Jan 2017". It was very helpful as it is was a practical application of what an accountant will do in a job setting, and not just theoretical applications. (Student email 1/25/17)

"My gratitude for what CWU has helped me achieve so far"

"I just received a call from Boeing saying I was selected to attend BASE!!!!!!

The externship runs from Aug 1-4. I really want to thank you all for the help along the way. I want to be a CWU success story! With tons of Gratitude," (Student email July 21/17)

"Your workshops helped so much. Thanks, Angela, you're the best." (Student email Nov 13/17 after accepting job offer from RSM)

“I wanted to let you know that I accepted Clifton Larson Allen's job offer and I'll be starting in January 3, 2018. I'm so excited and nervous at the same time. Anyway, I wanted to thank you for all your help. I couldn't have come this far without your help.”
(Student email Nov 13/17)

“I passed the FAR section of the CPA exam so I only have two more parts to go. I started work on January 3rd and it is amazing. Bader Martin is better than I ever imagined...I want to thank you again for giving me the opportunity to learn so much from you. The work you do is so incredibly important” (student e-mail, 2/13/2017)

2016-2017 GOALS AND FOLLOW-UP

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.
 - This goal has been postponed due to a couple of key administrative and student service positions are filled. (Regional Director and Associate Director of Westside Leadership.)
2. Create more awareness about the populations that the Westside Centers serve.
 - Westside Career Counselors are serving on-line students that are living on the Westside but they are not included in the data numbers. One big success in our ability to serve this population is that the administration created a coding system so that an on-line student that live on the west side can change their status as an Ellensburg student to a Lynnwood or Des Moines student increasing the counselor's ability to communicate with these online students and include them in Westside Center Career activities.
3. Recruit 10 students for the Live Resume event
 - Recruited 12 students and met with each student individually to create and practice an Elevator Speech which was required for the event.
4. More employer and organizational outreach to develop relationships that support students in their education, job and internship search.
 - Organized Accounting Boot Camp with visits to
DP&C CPA Firm, Tacoma
Peterson Sullivan
RSM
United Way of King County
WA State Auditor's Office
WA State Legislative Internship Program
Weyerhaeuser

5. Assist in the efforts to increase the Centers' student population.

	Fall 2016	Fall 2017
Des Moines	668	643
Lynnwood	464	529
Pierce	318	361

- Created partnerships with the host colleges: Edmonds Community College and Highline Community College to raise awareness of the center's presence. Examples of the partnership: EDCC and CWU Lynnwood joint Career Fair. EDCC students were invited to 6 Meet the Employer Workshops.
 - Presentation to Highline College TRIO Students (10 students)
6. Use evaluation forms for all activities to keep track of learning outcomes.
- Standardized evaluations forms are being created by Career Services in effort to collect consistent feedback.
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.
- Coordinated with Dr. Eric Hougan, CWU Education Faculty Member and Author of "The Road to Teaching," to offer How to Prepare for the Career Fair Workshops at Des Moines and Pierce Campuses.
 - LinkedIn Profiles Workshop presented by Botum Sok, Career Services Intern, for Dr. Eric Hougan's Education Class (25 students)
 - Offered "Articulating Strengths Together," intensive interview preparation workshop, to 2 Senior Education Seminar classes taught by Dr. Grace Blum at Des Moines and Pierce Campuses to help students identify their strengths and prepare for interviews.
 - Hosted brief, 15-minute career spots on career topics, such as "How to Work a Career Fair," "Preparing your 30-second commercial," and "Effective Handshakes" in Dr. Tina Georgeson's Education classes at Des Moines and Pierce Campuses.
 - Provided extensive career fair preparation activity to students during the bus ride from Des Moines and Pierce to the CWU Education Career Fair in Ellensburg.
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.
- Created an *Accounting Passport* career plan outlining all of the steps students need to complete—such as preparing a resume, applying for positions in the Wildcat Career Network, practicing interview skills—before participating in the ACE Accounting Career Event and Fall Accounting Recruiting On-Campus Interviews. All Accounting students receive the Passport at New Student Orientation.
 - Created a list of area school district Open House hiring events and career fairs for College of Education students.
 - Organized an Education Alumni Panel, with 2 Elementary Education Alumni and 1 school district Recruiter, for a presentation on the recruiting experience to new Des Moines and Pierce Education cohorts at new student orientation.

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.
 - Prepared calendar of weekly “Meet the Employer” events for Des Moines Campus community.
Employers included:

2017-2018 GOALS

1. Increase services and outreach to on-line students located on the Westside.
2. Plan and coordinate Etiquette Dinner for Westside students.
3. Provide programming to increase student’s interviewing competencies.

CAREER SERVICES-MONTHLY CONTACTS

West Side Counselors

Date: July 2016-June 2017

	Face-to-Face					Phone/E-mail			
	Student	Faculty/Staff	Employer	Community		Student	Faculty/Staff	Employer	Community
INQUIRY	167	0	0	0	13	352	120	81	53
COUNSELING	925	57	21	1	4	583	95	101	23
OUTREACH	1514	112	60	12	15	25	127	69	26
EVENTS	602	0	31	0	0	38	55	37	9
SUBTOTAL	3,208	169	112	13		998	397	288	111
GRAND TOTAL:							5,296		