

SERVICE & ACTIVITY FEE ANNUAL REPORT

Career Services-Westside Counselor: \$170,129

Fiscal Year: FY 2023
Program Name: Career Services - Westside
Program Manager: Katrina Whitney

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.

N/A

Please provide an overview of the student-centered programming provided, i.e. type of programs, milestones, number of students impacted, and how they benefited.

This year has been a remarkable one for Career Services marked by numerous achievements and impactful initiatives to support students' professional development and job market preparedness in the midst of transition. Throughout the year, we engaged in various activities, collaborated with employers and academic departments, and facilitated essential programs and workshops to empower students with the necessary skills and resources for their future career endeavors. Highlights of the year included holding the largest employer-attended ACE (Accounting Career Event) in our history and implementing our inaugural New Grad Survey (First Destination Survey), which provides critical insights into our students' employment outcomes. Career Services at Lynnwood hosted an Etiquette Dinner in partnership with Edmonds Community College to host 47 students.

Our focus on our social media presence resulted in a significant increase of over 7% in our followers across platforms. Our internship program is evolving, as we began conversations with campus partners to review current work integrated learning/experiential learning practices and formulate action strategies to streamlining language and processes to better serve students, faculty, and employers.

To continually enhance the effectiveness of our career services workshops and events, we introduced a new assessment process using the innovative platform Presence. This initiative enabled us to gather valuable feedback on demographic information. Through the collection of data such as race, first-generation status, class standing, campus location, and more. Our intention is to use this information to inform our work by fostering a more inclusive and tailored approach to our services. This information will enable us to identify and address specific needs and preferences among different student groups, ensuring that our work is equitable and responsive. We aim to establish a more data-driven, student-centered

approach to career development that effectively prepares all students for success in their professional journeys.

As we remain committed to empowering students to achieve their career aspirations and thrive in their chosen professions, our Assistant Directors met with students individually for career development, resume reviews, internship searches, mock interviews and other topic related to career readiness. Below is the accumulative data for individual appointments, events and workshops as well as campus location.

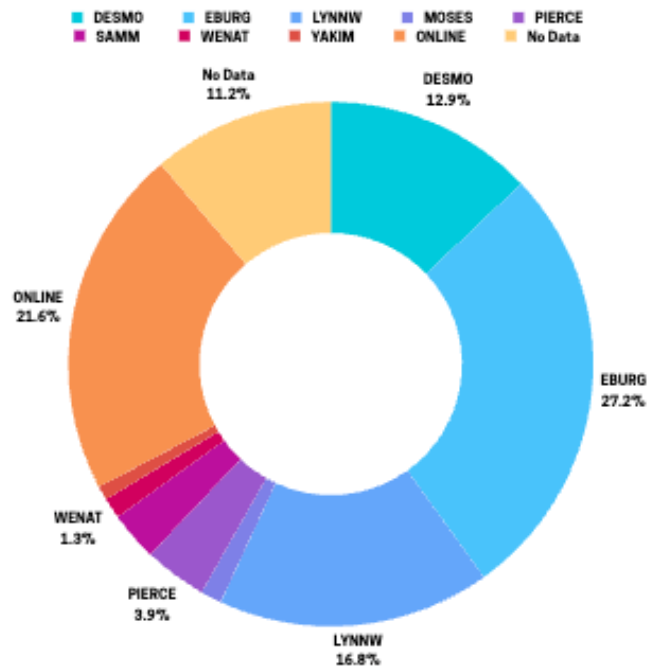
Individual Appointment

| General Information | | | |
|---------------------|---------------------|----------------|-----------------|
| Total Appointments | Repeat Appointments | Total Students | Repeat Students |
| 433 | 196 | 209 | 96 |

Event/workshop data

| | Fall 2022 | Winter 2023 | Spring 2023 | Totals |
|---------------------------------|-----------|-------------|-------------|--------|
| Total Eligible Workshops/Events | 34 | 14 | 23 | 71 |
| Total Attendance | 497 | 155 | 323 | 975 |

CAMPUS LOCATION



Retention efforts

Our commitment to student success and retention is underscored by a range of innovative initiatives aimed at ensuring a seamless transition for students into the professional world. One such initiative is offering flexible appointment times with career counselors, allowing students to book sessions around the clock, accommodating their busy schedules. This accessibility has resulted in a notable 31% increase in students returning for services. Additionally, our recently launched New Grad Survey, also known as the First Destination Survey, provides invaluable insights into the initial career paths of our graduates, aiding us in refining our offerings. Impressively, 71% of students have actively engaged in multiple career services events and activities, attesting to the impact of our comprehensive approach.

At the heart of our success lies our strategic use of data-driven tools, including advising notes, the Presence platform, and the Symplicity platform. These resources enable us to collect, analyze, and act upon essential information, thereby guiding our initiatives, actions, and decisions. By aligning our practices with high-impact strategies identified by the National Association of Colleges and Employers, we ensure that our students receive industry-relevant guidance and support. This holistic approach fosters student engagement and strengthens our commitment to fostering their holistic development and long-term success.

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

Remaining funding was sweep back as per S&A committee decision.

Please provide an explanation for any position or negative fund balances at year end.

N/A

**Service & Activities Base Funding
Financial Overview**
For the month ended September 30, 2023
Department: Career Services Westside
Student Activities
No Component
As of 12/5/23

| | FY22 Actuals | FY23 Actuals |
|---|-----------------|----------------|
| Revenues | | |
| CWU-Allocation (Revenue) | 161,623 | 170,129 |
| Total Revenues | 161,623 | 170,129 |
| Transfers | | |
| CWU-Transfer (Intra-Fund Out) | 0 | (4,741) |
| Total Transfers | 0 | (4,741) |
| Expenses | | |
| CWU-Salary and Wage (Staff) | 115,254 | 113,321 |
| CWU-Student/Temporary/Overtime | 0 | 31 |
| Total Salaries | 115,254 | 113,353 |
| CWU-Benefits | 43,447 | 49,605 |
| Total Salaries & Benefits | 158,700 | 162,958 |
| CWU-Goods | 16,442 | 65 |
| CWU-Supplies | 335 | 0 |
| CWU-Utilities | 592 | 392 |
| CWU-Program | 0 | 0 |
| CWU-Travel | 431 | 189 |
| CWU-Equipment/Software (Non-Capita) | 939 | 0 |
| Bad Debt | 0 | 0 |
| Total Goods & Services | 18,740 | 646 |
| Total Expenses | 177,440 | 163,604 |
| Net Resources | (15,817) | 1,784 |
| Projected Beginning Fund Balance | 14,033 | -1,784 |
| Projected Ending Fund Balance | -1,784 | 0 |