

SERVICE & ACTIVITY FEE ANNUAL REPORT

Career Services-Westside Counselor: \$164,570

Career Services-Westside Counselor is funded by S&A to support center students, but the Committee would like to see State dollars support this service at the Centers, the same as it is provided on the main CWU campus.

Fiscal Year: _____

Program Name: Career Services - Westside Counselor

Program Manager: _____

Please list any S&A funded positions 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.

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

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

S&A REPORT 2017-2018 – 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 2017 - June 2018 show the counselors had approximately 1.448 contacts with employers and students.

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.

The Lynnwood counselor teaches a section of BUS 301, Contemporary Issues in Management. The Des Moines counselor teaches BUS 401, Accounting Boot Camp, which includes employer site visits and an online component. Both instructors are quarterly contributors/ presenters to BUS 301, Contemporary Issues in Business. Des Moines counselor is quarterly contributor to the education classes for resume/cover letter and interview instruction.

Presentations/Workshops

- Resume Writing and Interview Preparation Workshops (50 students)
- Articulating Strengths Together® Intensive Interview Preparation Workshops Des Moines and Pierce (60 students)
- Preparing for Fall Accounting Recruiting Workshop Des Moines (4 students)
- Visited Accounting classes to present about Fall Accounting Recruiting events and Accounting Career Event (85 students)

- “Meet the Employer” Workshop Series for Des Moines Education Majors with visits from Federal Way, Highline, Kent, and Renton School Districts (20 students X 4 sessions)
- “Volunteer for Your Career” Panel Discussion for Psychology Majors Des Moines with DE to Pierce (10 students, 3 alumni panelist)
- Coffee Talks at local Starbucks with WA State Department of Revenue Des Moines (5 students, 1 alumni employer)
- Professional Dress presentation to Education Majors (15 students)
- “Finding a Job or Internship Using the Wildcat Career Network” Des Moines (5 students)
- “Meet the Employer—Boeing” Drop-In Session with CWU Des Moines Alumni, Botum Sok (6 students)
- Lunch and Learn—Networking and LinkedIn Des Moines (5 Students)
- “Be Audit You Can Be!” Individual appointments for Accounting Majors to help prepare for Fall Accounting Recruiting season Des Moines (20 students)
- Presentation to Highline College TRIO Students (7 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 - Des Moines (25 students) and Pierce campuses (12 students)
- Articulating Strengths Together 4-hour Intensive Interview Workshop for Education Majors (8 students Des Moines; 5 students Pierce)
- Presentation to Education Majors on preparing for job search (45 students)
- “Letters of Intent” presentation to Student Teachers (25 students)
- Accounting Professional Panel- 19 students
- Resume Doctor- Get ready for ACE- 12 students
- Bus to Accounting Career Event- 10 students
- United Way- VITA- 50 students
- EDCC Career Fair- 20 students
- Intro to the Wildcat Career network- 21 students
- Student Services Fair for Orientation, Career Services table- 80 students
- Meet the employer w/ Campuspoint- 23 students
- Lynnwood Etiquette Dinner- 73 students
- How to market volunteer/ leadership experience- 26 students
- Intro to CS during Orientations- 80 students
- Wells Fargo- Resumes- 25 students
- Campuspoint (twice yearly)- Meet the employer- 50 students
- Excel for Accounting Majors- 25 students
- Fall Accounting Recruiting- 4 employers
- Grad Finale- 35 students
- ACE PREP Accounting Professional Panel and Mocktail Party Des Moines (10 students, 3 alumni employers)

- Resume Blitz for Fall Accounting Recruiting, 2-day event with guest employers Des Moines (20 students, 3 Employers)
- Mock Interviews Practice Session for Accounting Majors with guest employers Des Moines (5 students, 2 employers)
- ACE Accounting Career Event at Des Moines Campus (95 students, 30 employers)
- On-campus Interviews with Accounting Employers Des Moines and Lynnwood (students, employers)
- Networking Using LinkedIn presentations to ITAM class, Elementary Education majors, and Psychology Club Des Moines (60 students)
- “Meet the Employer” Workshop Series for Pierce Education Majors with visits from Bethel, Clover Park, Green Dot and North Thurston School Districts (25 students X 4 sessions, 4 employers)
- The Boeing Company Information Session—“Applying to Boeing Business Internship” presentation broadcast from Ellensburg to Des Moines and Lynnwood (6 students)

Coordinated Events

- Accounting Boot Camps—Visits to Clark Nuber, DP&C CPA Firm Tacoma, RSM, Weyerhaeuser, and United Way of King County (12 students)
- Accounting Professional Panel and Mocktail Party. Employers included: Columbia Bank, DP&C CPA Firm, and Shannon and Associates
- ACE Accounting Career Event (100 students and 30 Employers)
- Accounting Career Event, Sept 29, Provided transportation to CWU Lynnwood students to the event
- On-campus Interviews—Larson Gross, Vine Dahlen, Shannon & Associates and CliftonLarsonAllen (10 students)
- Meet the Employer— Federal Way School District recruiter visit to CWU Des Moines Campus Education Cohort (20 students)
- Meet the Employer— Kent School District recruiter visit to CWU Des Moines Campus Education Cohort (20 students)
- Meet the Employer— Highline Public School District recruiter visit to CWU Des Moines Campus Education Cohort (20 students)
- Meet the Employer— Renton Public School District recruiter visit to CWU Des Moines Campus Education Cohort (20 students)
- Education Career Fair in Ellensburg on February 28. Bus transportation of CWU Des Moines and Pierce students to the fair. (20 students)
- Accounting Professional Workshop Lynnwood. Employers included: WA. State Auditors Office, Seattle Community Colleges, CPA Firms: HKP, Bader- Martin, Clark Nuber.
- Des Moines Resume/Cover Letter drop-ins Mondays and Wednesdays 1-5 p.m.
- ITAM Connect Employer Panel Des Moines (70 students, 4 employers) Alaska Airlines, Microsoft, Wizards of the Coast, and Zones

Participated In

- Grad Kick-off both campuses
- New Student Orientations, including Education Major New Student Orientation Lynnwood, Des Moines and Pierce Campuses

Student Feedback

Hi Angie!!! Thank you for always being so kind and supportive!! You are a magnificent mentor and a cornerstone to my success.
(Student email December 8, 2017)

Hi Angela,
I just want to let you know that I got a position in SURC Accounting at CWU. I have been working for a week and like my job. I once again want to thank you for believing in me, and for all your help. Have a nice day
(Student email February 2, 2018)

Hi Angie,
I am super excited to tell you that I have accepted a full time position at DaVita in their Financial Reporting Department. This all stemmed from the career fair last fall at the Ellensburg Campus. I am so grateful for all the opportunities that CWU has provided me with. Thank you for being so supportive all the way through. It's onward and upward from here
(Student email June 20, 2018)

Hey Auntie,
I got the permanent job I wanted in Boeing In Renton. I can still take my class this fall yaaay.
(Student email August 20, 2018. "Auntie" is a term of endearment and honor in this student's culture.)

"Hi Merridy, I really appreciate all the support you are providing." (student e-mail 5-17-18)

"Dear Merridy, Thank you for your time yesterday, you are always so kind, encouraging and helpful!" (student e-mail 3-29-18)

"Merridy, I just accepted a job with Clark Nuber! I will be joining the Accounting & Consulting Services team as an Associate! Thank you so much for your help, I would not have had this opportunity without you!!!" (student e-mail 2-19-18)

2017-2018 GOALS AND FOLLOW-UP

Increase services and outreach to on-line students located on the Westside.

- Hosted the first ITAM Connect employer panel at Des Moines. This was a partnership with ITAM faculty Luke Williams. 3 employer/ organizations

attended: Alaska Air, Zones, Microsoft and Wizards of the Coast. 70 on-line students attended.

- 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 lives 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.
- Both counselors are offering Skype, Zoom and phone appointments to as a convenience to all students. This service is especially a benefit to on-line students.
- Encouraged students to attend virtual career fairs through Career Eco virtual events.

Plan and coordinate Etiquette Dinner for Westside students.

- Successful Etiquette Dinner on Jan. 18th, 2018. 77 students attended (sold out).
- Due to the positive response, The event is going to be repeated this year. The Management class is going to make it a course requirement.

Provide programming to increase student's interviewing competencies.

- Hosted monthly intensive interview preparation workshops--Articulating Strengths Together ®--at Des Moines and Pierce campuses. 60 students participated in this 4-hour workshop.

Through this workshop, students identify their strengths through storytelling and are able to answer common interview questions such as "Tell me about yourself." "What are your strengths and weaknesses?" "Can you tell me about a time you led a project? Worked as a member of a team?" (Behavioral-based interview questions.)

What are attendees saying about the Articulating Strengths Together ® Interview Preparation Workshop? In one word to describe how they felt after the workshop... "Motivated," "Determined," "Ambitious," and "Empowered"

"The workshop gave me confidence and strong ideas for interview stories. I also made some new friends from attending. This workshop really helped me to connect my previous life experiences to future interview questions. I found this workshop to be such a positive experience. Let students know that the workshop wasn't scary at all!"

Student Update: This student received multiple invitations for interviews and was offered a full-time position at DaVita following the successful completion of their internship.

Articulating Strengths Together ® is a program of the Center for Dependable Strengths. CDS is closely affiliated with the Dependable Strengths Project at the University of Washington, where research and refinement was conducted on the Dependable Strengths Articulation Process.

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	FY18	FY19	FY20	FY21
	Actuals	Budget	Budget	Budget
BEGINNING BALANCE	-	14,268	18,572	21,153
RESOURCES				
S&A Allocation	167,588	167,588	167,588	167,588
Self-Support Funds	-	-	-	-
Other Funds Received	-	-	-	-
TOTAL RESOURCES	167,588	167,588	167,588	167,588
EXPENSES				
Student Payroll	1,245	8,725	8,987	9,256
Non Student Payroll	105,183	105,862	105,862	105,862
Benefits	39,495	41,305	42,544	43,820
Goods & Services	7,396	7,392	7,614	7,843
TOTAL EXPENSES	153,320	163,284	165,007	166,781
TRANSFERS				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
TOTAL TRANSFERS	-	-	-	-
NET	14,268	4,304	2,581	807
Ending Fund Balance	14,268	18,572	21,153	21,960