

Career Fair Analysis

May 2014

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Section 1: Executive Summary

An analysis was conducted of Career at Oregon State University to determine how effective they are and the financial costs associated with them. It was determined that Career Fairs are effective particularly for the College of Engineering and the College of Business. If staffing is better accounted for and managed they should be able to be conducted while keeping MSA017, the University Career Services account, at around a zero balance.

The financial analysis of 6 years of data from the University Business Center shows that the average revenue generated per year from the Career Fairs was \$172,342. The average event cost is \$84,624 which leaves an average of \$87,718 to be spent on covering the cost of labor. One problem is that labor has not been billed accurately to MSA017. This has resulted in a growing balance in the account that was at \$432,491 by the end of the fiscal year of 2013.

The average number of students who come to Career Fairs each year is 3,881. Of these students 65% are male, 85% have used Beaver JobNet once and 53% are seniors. The fairs draw a high number of business and engineering students. Business students account for 17.2% of attendees, engineering students account for 56.7% and all others make up 26.1% of those who come. An average of 500 employers attend Career Fairs each year. Of these employers 63.93% are seeking students from the College of Engineering, 14.03% from the College of Business and 22.04% seeking students from other Colleges on the University.

Career Services staffs the event and has a detailed chart of all activities needed to plan, set up, market and run the Career Fairs. The estimated time needed to complete all of these activities is 852 hours for each Career Fair. The major time areas include billing and collection at 23%, marketing at 28% and staffing the event at 22%. A survey was conducted from the Fall 2013 Career Fair to determine student success; 55 employers out of 211 responded to the survey and these employers conducted 250 interviews and hired 22 students.

A proposed budget was completed so that MSA017 will not run at a deficit or too large a surplus. The total budget should be around \$144,350 with \$72,000 allocated towards labor. This budget could be expanded if Career Fairs are expanded. A benefit of expanding would be providing opportunities for other students besides engineering and business. In Oregon there are strong industries that could provide opportunity for the College of Agriculture, College of Health and Human Sciences and the College of Forestry. By working with these colleges Career Services could also develop stronger relationships with the University community.

Some recommended areas of improvement include potentially hiring a full time event coordinator at Career services. Also collaborating more with other Colleges on the University could create more opportunities for students. Career Fair financial and attendance data should be tracked to better understand success and costs of the fairs.

Section 2: Financial Analysis

1) Overview

Career Services conducts 3 major Career Fairs per academic year. These include Fall, Winter and Spring Term. OSU Career Services hosts 2 Career Fairs Fall and Winter Term and 1 Career Fair Spring Term for a total of 5 days of Career Fairs. The academic year also coincides with the fiscal year. For example, the financials for Career Fairs taking place in Fall 2012, Winter 2013 and Spring 2013 will be counted into the Fiscal Year of 2013 (FY13). This report was compiled before the Fiscal Year of 2014 ended. The data for 2014 was taken from Appendix 2.10 which is the MSA017 account for 2014 balances at the time of this report. The data will change before the year is over and so some 2014 numbers will fluctuate.

There are two major cost components for Career Fairs. The first is the cost of staff labor for the event. The next includes all other costs associated with running a Career Fair; this includes items such as marketing, catering and the cost to rent the venue.

2) Average Profit and Operating Expense per Career Fair

The average revenue and net income per fiscal year is shown in Table 2.1. This data come from the University Business Center and the Career Fairs taking place over the last 7 years. This data reflects the actual funds that Career Services has in MSA017. As can be seen the average revenue generated is \$172,342 and the average event cost is \$84,624. This leaves a budget of \$87,718 to pay staff members to setup, market and run the Career Fairs.

Table 2.1: Average Net Income for Career Fairs FY08 to FY14 [7 Years of Data]

MSA Account Revenue FY08 to FY14	
Average Revenue	\$172,342
Average Event Costs	\$84,624
Average Profit before Labor	\$87,718
Average Labor Expense (FY14)	\$35,968
Average Net Income	\$51,750

The data in Table 2.2 is the actual total revenue and net income for each year. This data was averaged to create Table 2.1. One key issue that can be seen from Table 2.2 is that the labor costs billed to MSA017 were not accurate. Some years the account was charged with no labor costs. In the Fiscal Year 2011 the account was billed \$68,534. In 2014 the account will see a large labor cost of around \$184,000. This value was based on estimates of staff labor worked during Fall Term.

Table 2.2: Net Income for Career Fairs FY08 to FY14 [7 Years of Data]

	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14
Total Revenue	\$102,275	\$204,207	\$117,126	\$150,487	\$211,342	\$212,230	\$208,726
Average Event Costs	\$69,208	\$102,681	\$105,853	\$99,426	\$67,344	\$74,349	\$73,510
Profit before Labor	\$33,067	\$101,526	\$11,273	\$51,062	\$143,998	\$137,881	\$135,216
Average Labor Cost	0.00	0.00	0.00	\$68,534	-\$753	0.00	\$184,000
Net Income	\$33,067	\$101,526	\$11,273	-\$17,472	\$144,751	\$137,881	-\$48,784

As can be seen from Table 2.3 MSA017 has grown considerably over the last 6 fiscal years. Table 2.3 shows the resulting balance of this growth. Appendix 2.4 through Appendix 2.10 shows detailed account balances for Career Services from the University Administrative Business Center. By correctly billing for labor the event should break even each fiscal year. If the event is successfully grown to encompass more employers the additional net income could be used to fund activities to enhance the event or market it further.

Table 2.3: MSA 017 MSA017 Career Services Account Balance [6 Years of Data]

MSA 017 Balance	
FY 8	\$54,533
FY 9	\$156,059
FY 10	\$167,332
FY 11	\$149,859
FY 12	\$294,611
FY 13	\$432,491

3) Breakdown of Cost of Revenue

Figure 2.1 shows the average cost per day for a Career Fair. These figures do not take into account equipment and depreciation which are factored into the MSA budgets in Table 2.1. Since Figure 2.1 is a breakdown for 1 day of running a Career Fair, Fall and Winter Term costs would be multiplied by two since the fairs take place over two days.

The two major costs include renting the Alumni Center and also purchasing catering. These costs average \$3004 per day to rent the Alumni Center and \$4,932 for catering. The next two major costs include software fees and marketing. Recently, Career Services has stopped using University Events so this cost has shifted to internal staff labor. The only cost that could most likely be reduced would be the marketing and advertising costs.

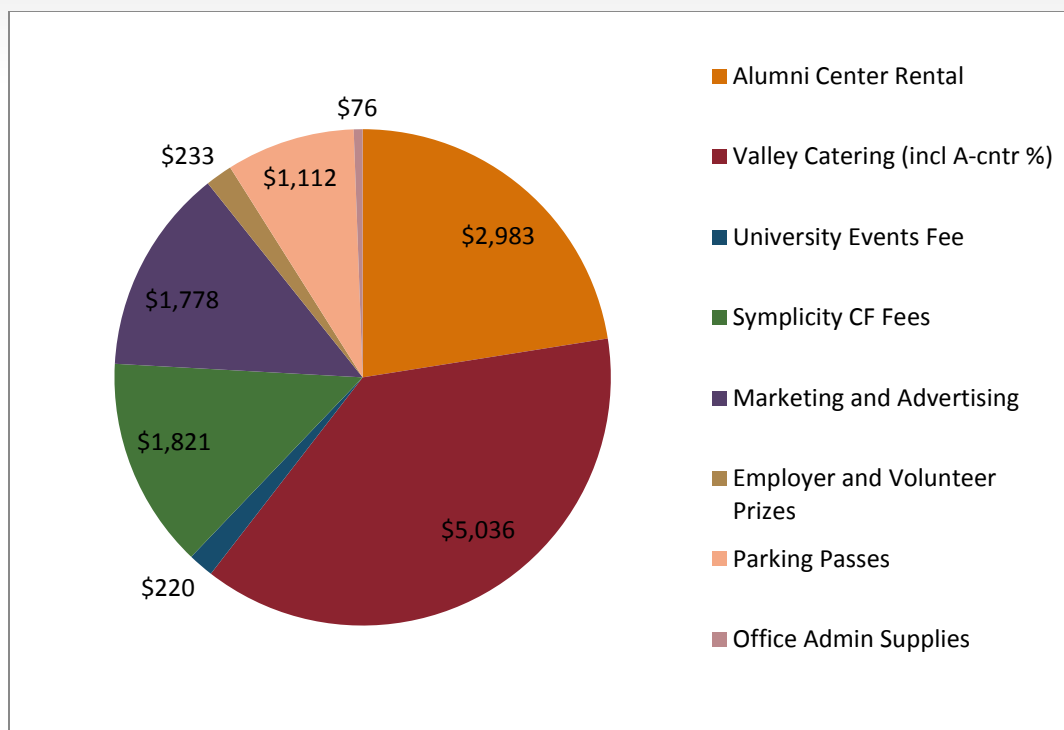


Figure 2.1: Average Costs Per Day of Career Fair [2 Years of Data Fall 11 to Fall 13]

Table 2.4 shows a more detailed analysis of the fees for each fair and Appendix 2.1 and Appendix 2.2 show a more detailed breakdown of all expenses used for the Career Fairs.

Table 2.4: Career Fair Costs [2 Years of Data Fall 11 to Fall 13]

	Fall 2011	Winter 2012	Spring 2012	Fall 2012	Winter 2013	Spring 2013	Fall 2013
Alumni Center Rental	\$6,095	\$5,703	\$3,063	\$6,198	\$5,600	\$3,122	\$6,272
Valley Catering (incl A-cntr %)	\$10,609	\$9,124	\$4,504	\$9,987	\$8,460	\$4,694	\$11,801
University Events Fee	\$300	\$1,020	\$680	\$1,085	\$0	\$0	\$0
Symlicity CF Fees	\$3,200	\$3,950	\$3,200	\$3,950	\$3,200	\$1,600	\$3,200
Marketing and Advertising	\$3,413	\$2,549	\$1,776	\$3,909	\$3,526	\$2,677	\$5,189
Employer and Volunteer Prizes	\$517	\$449	\$165	\$471	\$458	\$234	\$487
Parking Passes	\$2,660	\$2,450	\$770	\$2,800	\$1,449	\$0	\$3,157
Office Admin Supplies	\$153	\$9	\$230	\$134	\$151	\$280	\$84
Credit Card Fees (2.5%)	\$0	\$933	\$482	\$4,459	\$885	\$525	\$1,527
Business Affairs Fees (8%)	\$0	\$5,446	\$2,784	\$7,489	\$1,898	\$1,051	\$8,799
TOTAL EXPENSES	\$26,947	\$31,632	\$17,653	\$40,483	\$25,628	\$14,182	\$40,515

Finally, Figure 2.2 shows the gross revenue generated for each fiscal year. The Career Fairs generate a fairly high amount of revenue. If managed carefully this revenue can be an asset to Career Services.

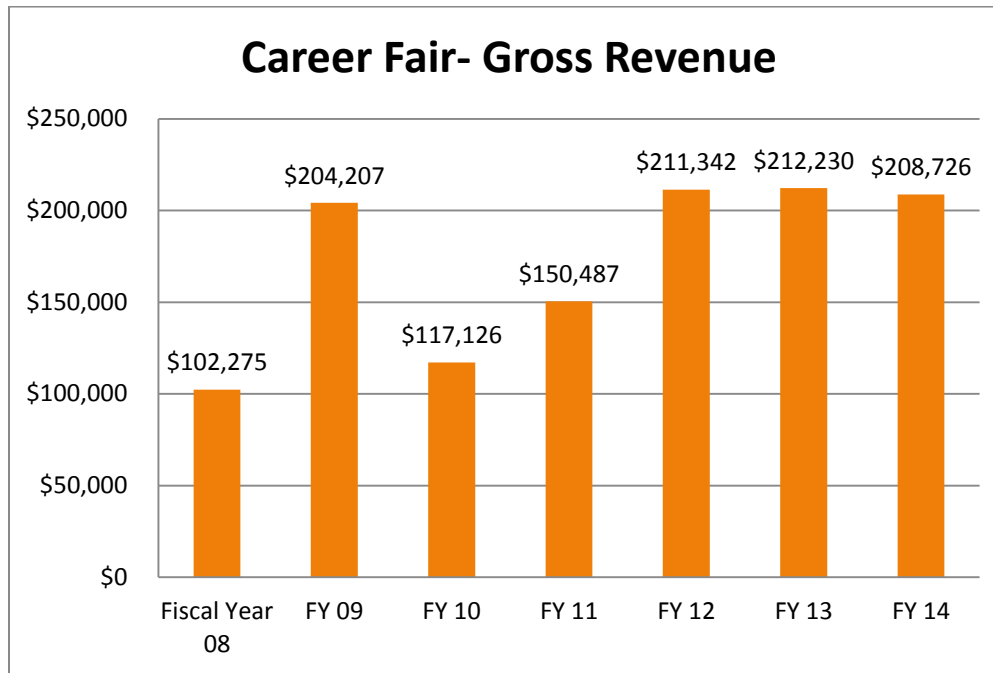


Figure 2.2: Gross Revenue Generated by Career Fairs [7 Years of Data]

Section 3: Analysis of Student Data

1) Overview

Data was assessed in order to understand the effectiveness of Career Fairs at reaching out to the student body and employers. This data was compiled from the past 6 years of Career Fairs. When looking at more detailed data of student trends data was used from the past 2 years. Analysis shows clear trends in Career Fair attendance. It also shows areas for growth by reaching out to under-represented groups and creating new partnerships.

2) Student Attendance

a. Overall Student Attendance over 6 Years

Figure 3.1 looks at overall attendance per academic year at Career Fairs going back 6 years; it shows data from over 22,500 students that have attended fairs over a period of 6 years. According to the Oregon State University office of admissions overall attendance in Fall of 2007 was 19,753 and in Fall of 2013 was 27,925. This is a 41% growth in the student body. Attendance at the Career Fairs has remained relatively stable. It would be hoped that as more students attend the University the overall Career Fair attendance would follow a similar growth trend.

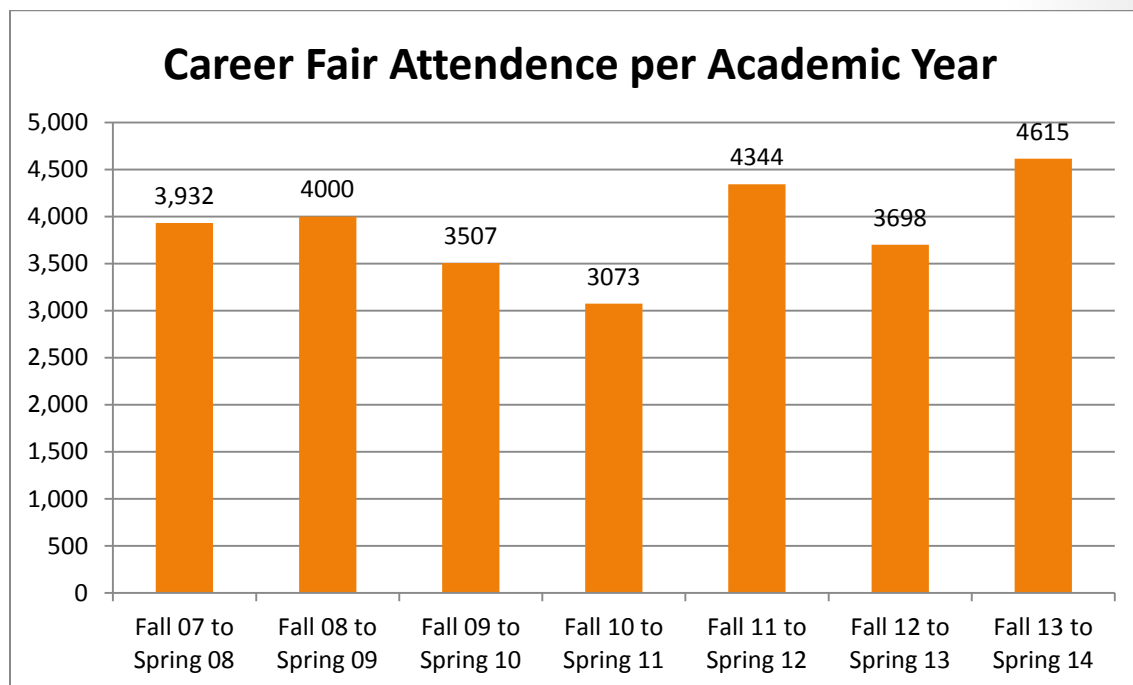


Figure 3.1: Total Student Attendees for 6 Years of Career Fairs [7 Years of Data]

Detailed data was analyzed from Career Fairs taking place from the Fall of 2012 until Winter of 2014. The analyzed data spans 2 years and over 8,000 students. Figure 3.2 shows the total student attendees at the Career Fair over the past 2 years. Figure 3.2 is more detailed and includes each day of the fair. One trend of interest derived from this data is that the engineering days have significantly more students attending. In fact not counting Spring Fairs, which are joint fairs, the total University Wide attendees was 2,542 and the total Engineering attendees was 4,385. This is about a 72% greater attendance for the Engineering Day then the All Majors Day.

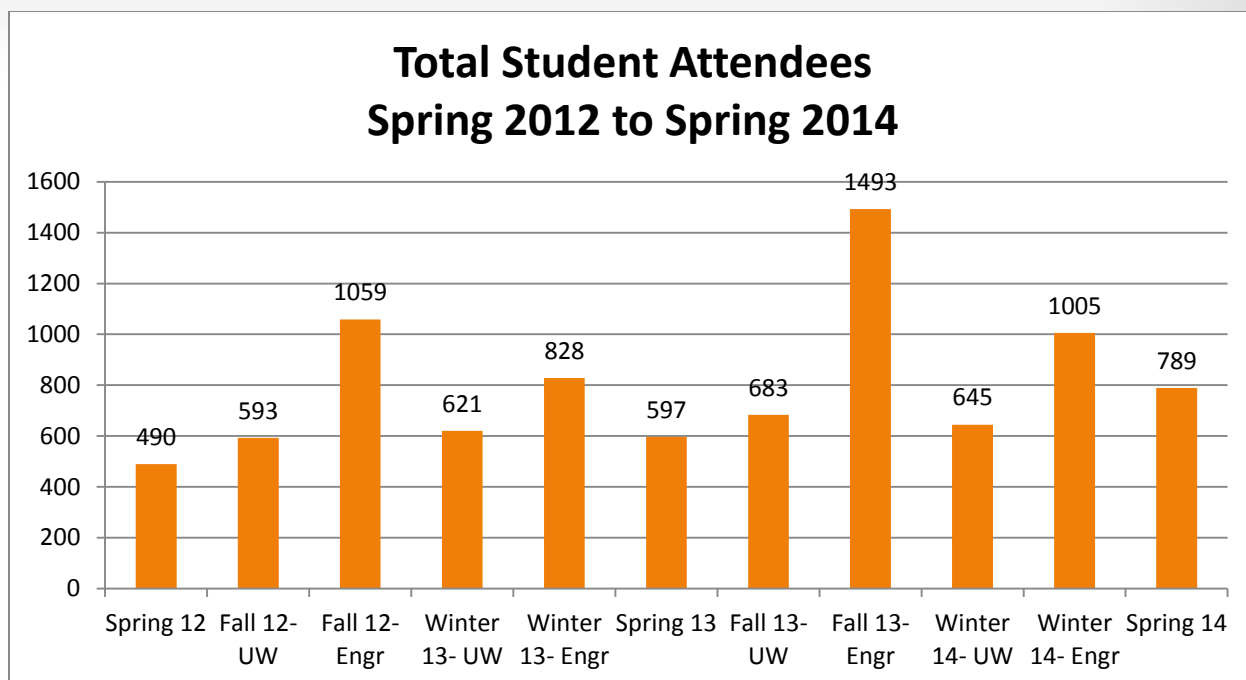


Figure 3.2: Total Student Attendees Spring 2012 to Spring 2014 [2 Years of Data]

b. Student Demographics

The next major area of data analysis looked at student demographics. The specific majors of over 8,000 students was analyzed and Figure 3.3 shows the results of this data. Engineering attendees make up 56.7% of the attendees followed by business students who make up 17.2% of the attendees. A clear trend is shown that most students are either engineering or business students.

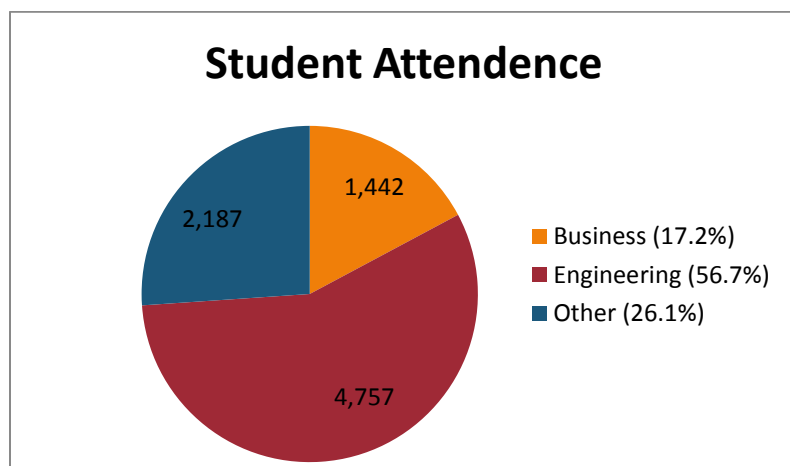


Figure 3.3: Student Attendance by Major [2 Years of Data Spring 12 to Spring 14]

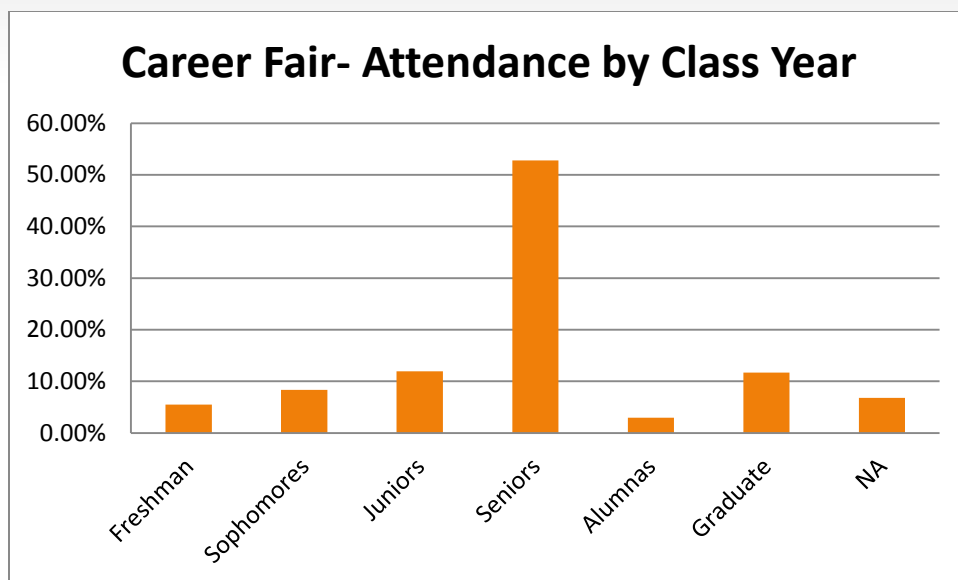


Figure 3.4: Student Attendance by Class Year [2 Years of Data Spring 12 to Spring 14]

Another trend is shown in Figure 3.4, where it can be seen that the majority of attendees are seniors. Seniors make up 52.80% of total attendees. The next major level in attendance are juniors and graduate students, but they are far below seniors in attendance. By providing opportunities and reaching out to student who are not just seniors the Career Fairs would be better able to help Career Development.

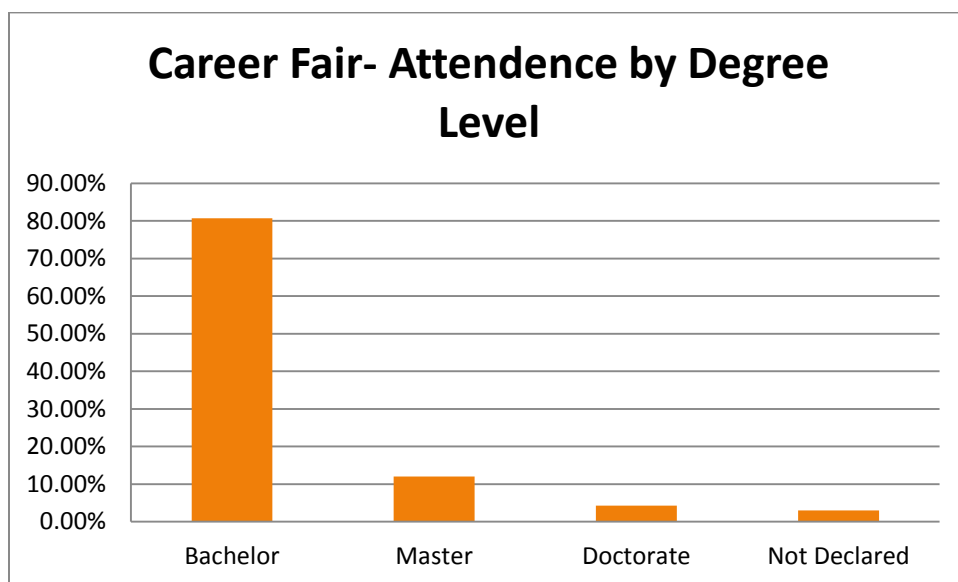


Figure 3.5: Student Attendance by Degree Level [2 Years of Data Spring 12 to Spring 14]

Figure 3.5 shows that the majority of attendees are undergraduates. Table 3.1 shows some interesting demographics about attendees. Looking at over 8,000 students it can be seen that the majority of them are male. Beaver JobNet is also an important part of marketing as almost 85% of attendees have logged onto BJN at least once and 70% opt in to receive our job blasts. The average logins to BJN was 18 but there was a high standard deviation. It is difficult to say the reason for this but it is possible that it is due to the difficult to understand user-interface. Those who log in very few times may be due to them

becoming confused or not finding and then not using it anymore whereas those who use the system often have taken the time to figure out its complicated design.

Even though Career Services is moving to a new software vendor with CSO it is important that student, faculty and employer users are able to understand and accurately use the software. Being active in reaching out to users and finding what is working and not working can help to make the software more user friendly and increase its value to users.

Table 3.1: Student use of Beaver JobNet and Gender [2 Years of Data Spring 12 to Spring 14]

Total Attendees	8014
Percent Male	70.26%
Logged into BJN Once	84.54%
Average Logins to BJN	18
Receive Job Blasts	70.53%

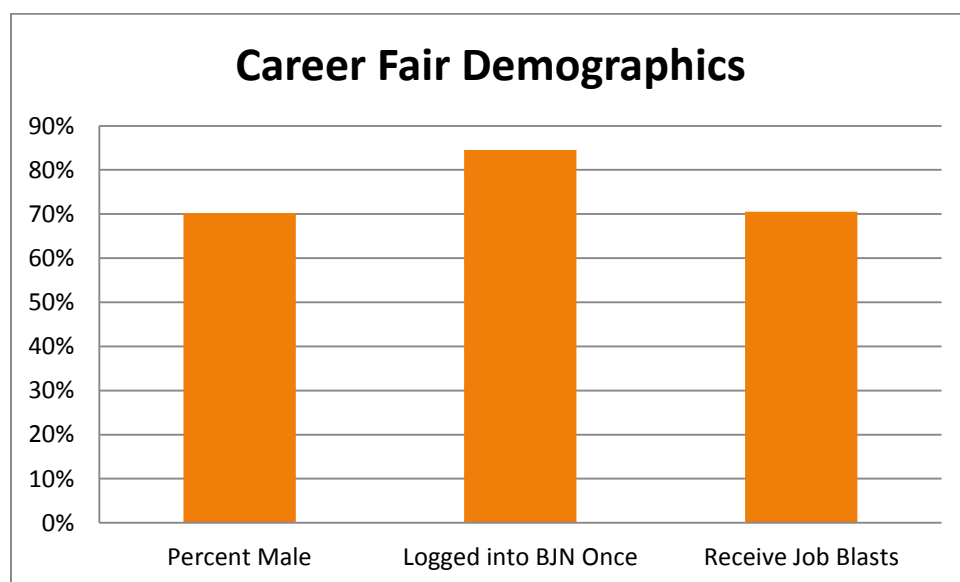


Figure 3.6: Career Fair Demographics [2 Years of Data Spring 12 to Spring 14]

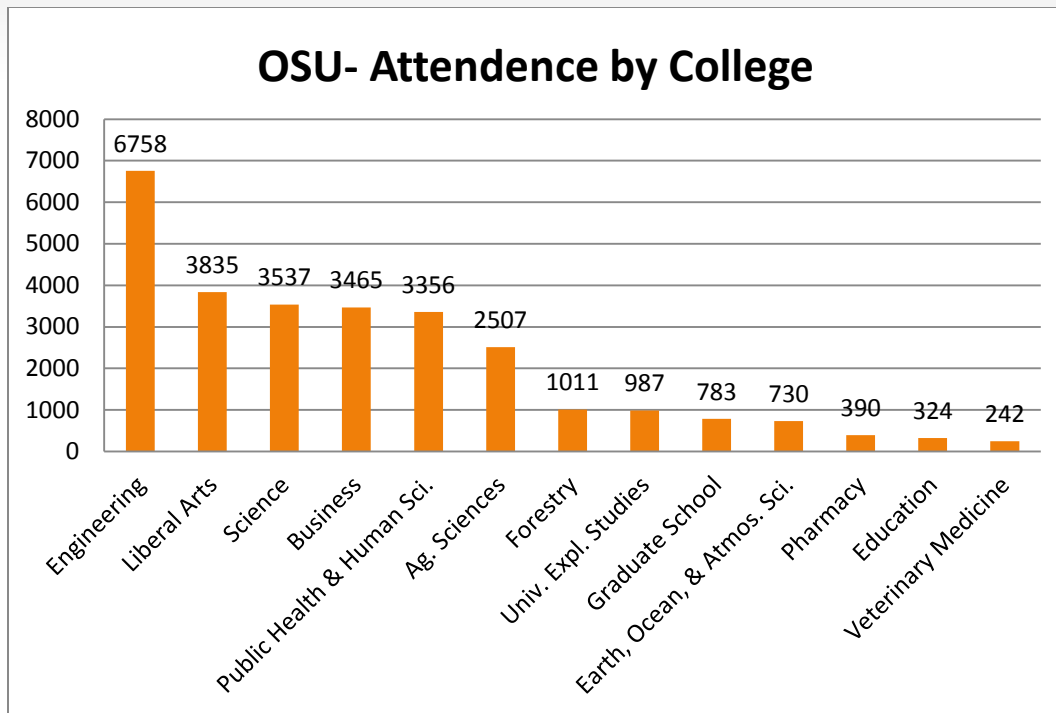


Figure 3.7: Oregon State University Attendance by College [Fall 2013]

Figure 3.7 shows student attendance by College at Oregon State University for Fall term of 2013. As can be seen there are a significant number of students in the College of Liberal Arts, the College of Science, the College of Public Health and Human Science, the College of Agriculture Science and the College of Forestry. By reaching out to employers in this field the Career Fairs could help more students and potentially expand.

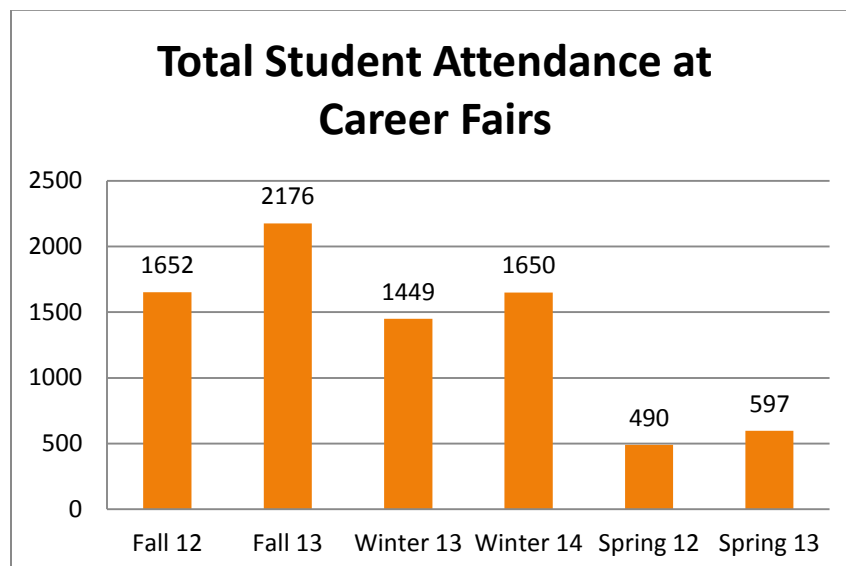


Figure 3.8: Total Career Fair Attendance a Comparison [2 Years of Data]

Section 4: Analysis of Employer Data

1) Overview

Employer attendance at Career Fairs has been fairly consistent over the last 2 years. Employer data was analyzed including who came, what majors they were looking for and their recruiting trends. Data was looked at from the 965 employers who have attended and the 2,949 degrees that they were recruiting.

2) Employer Career Fair Attendance

Figure 4.1 shows total employer attendance at Career Fairs dating back to Spring of 2012. Max capacity for the Alumni Center where the event is held is 128 so the Fall Fairs has gotten close to capacity but generally does not reach full capacity.

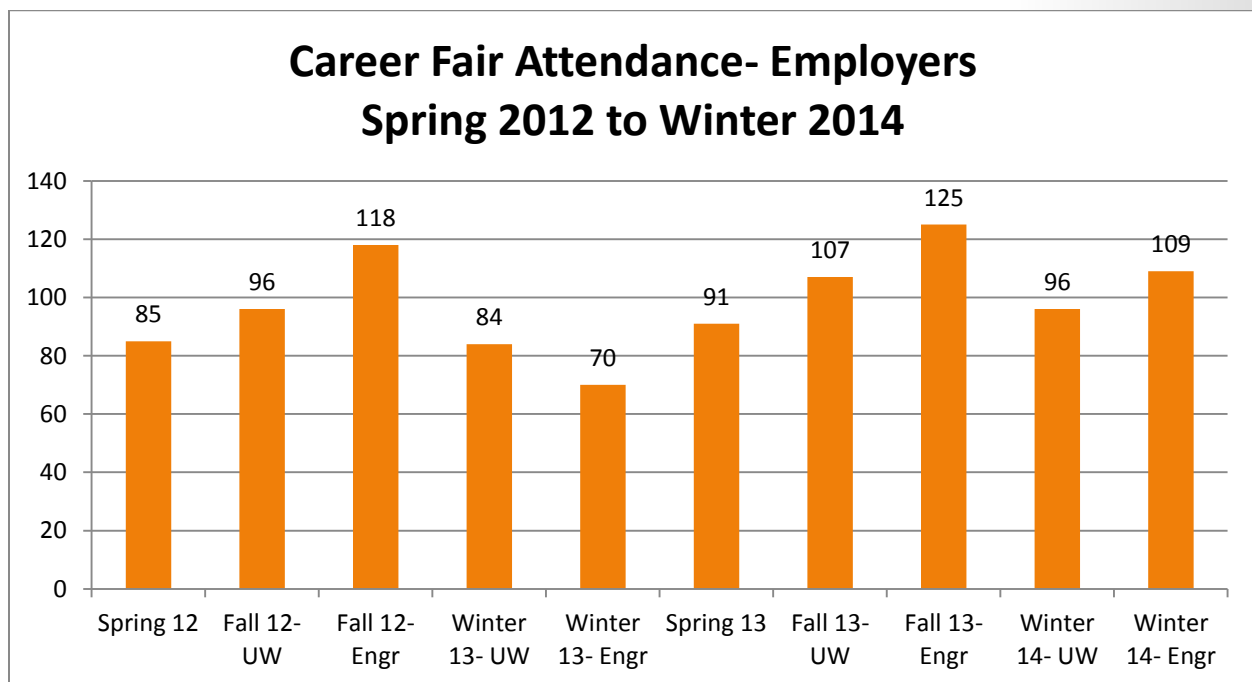


Figure 4.1: Total Employers Spring 2012 to Winter 2014 [2 Years of Data]

Figure 4.2 shows total Career Fair Attendance over the last two years which appears to show an upward trend in Employers coming to recruit. Not much marketing has been conducted towards employers so the attendance is usually based on employers proactively coming. The main outreach is through the Employer Newsletter and emails sent out through Beaver JobNet.

3) Employer Demographics

Figure 4.3 shows a diagram of the majors asked for by employers. As can be seen 63.47% were seeking engineering majors, 14.29% business majors and 22.24% other. A strong correlation can be seen between the students who attend and what majors employers are looking for.

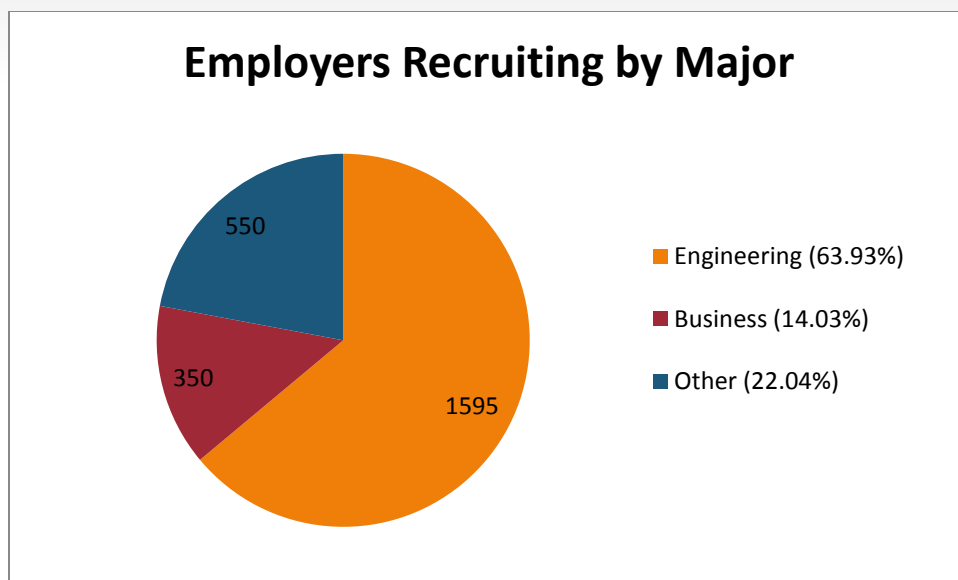


Figure 4.2: Employers Recruiting by Major [2 Years of Data Spring 12 to Spring 14]

Figure 4.4 shows the number of employers recruiting by academic college. It more clearly shows the strong demand for students from both the College of Engineering and Business. Appendix 4.1 shows the list of all majors that have been requested by employers and the number of times that an employer was seeking them at a Career Fair. Figure 4.3 also shows that 65% of employers coming to campus are recruiting for Engineering and Business whereas only 35% are recruiting from the other 9 colleges.

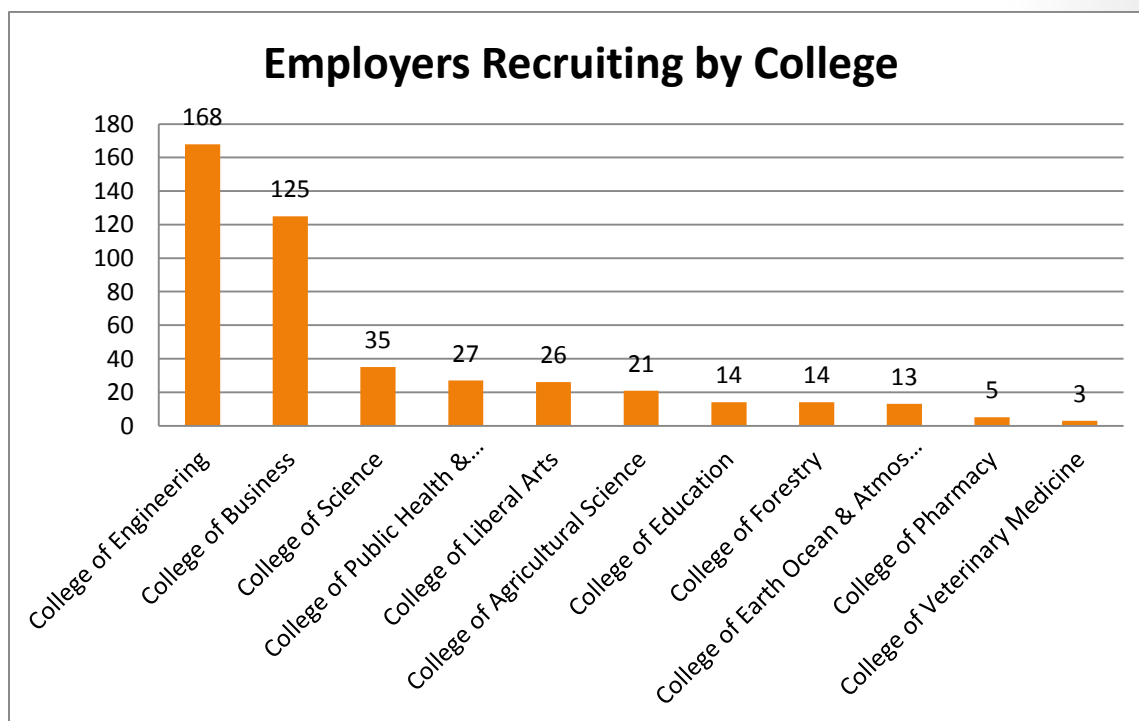


Figure 4.3: Employers Recruiting by College [2 Years of Data Spring 12 to Spring 14]

Section 5: Analysis of Event Management and Staffing

1) Overview

A detailed analysis was conducted of every event task needed to plan, market, set up and run the Career Fairs. Table 5.1 shows the major categories that Career Fair tasks fall under and an estimate of the hours needed for this category. This is an estimate and there are always small tasks that come up that may not be specifically accounted for in this chart. The detailed chart of all individual tasks can be found in Appendix 5.1. This chart was created by talking to staff members who are responsible for accomplishing these tasks.

Career Fair Estimate of Time to Plan, Organize, Run and Market Event		
Task	Hours	Description
Administration	52.5	General tasks needed to run and plan for event
Administration: Follow Up	33	Tasks needed post event to take down and finish tasks
Beaver JobNet	7	Admin related to event database
Catering	6	Ordering catering for event
Emails	7	Emailing constituents about event
Marketing	80	All tasks related to marketing event to campus
Staff Meetings	46	Meetings with staff to prepare and plan Career Fair
Reservations	16.5	All reservations needed for marketing and event
Website	8	Updating website to market event
Staffing at Event	192	Career Service Staff at event needed to run on day of
Marketing Staffing	160	Graphic designer
Volunteer Staffing	50	Coordinating Volunteers who staff event
Billing and Collection	200	Collecting and billing for all participants
TOTAL	858	Total estimated hours to run event

Table 5.1: Estimates of Staffing Time for Career Fair [Data Based on Staff Input from Fall 13 to Spring 14]

As can be seen from Figure 5.1 some of the major time components involve billing and collection, marketing, and staffing the event. The total hours estimated to run each Career Fair is around 858. There may be ways to cut back on some of these hours but most of the tasks are necessary in some way towards hosting such event.

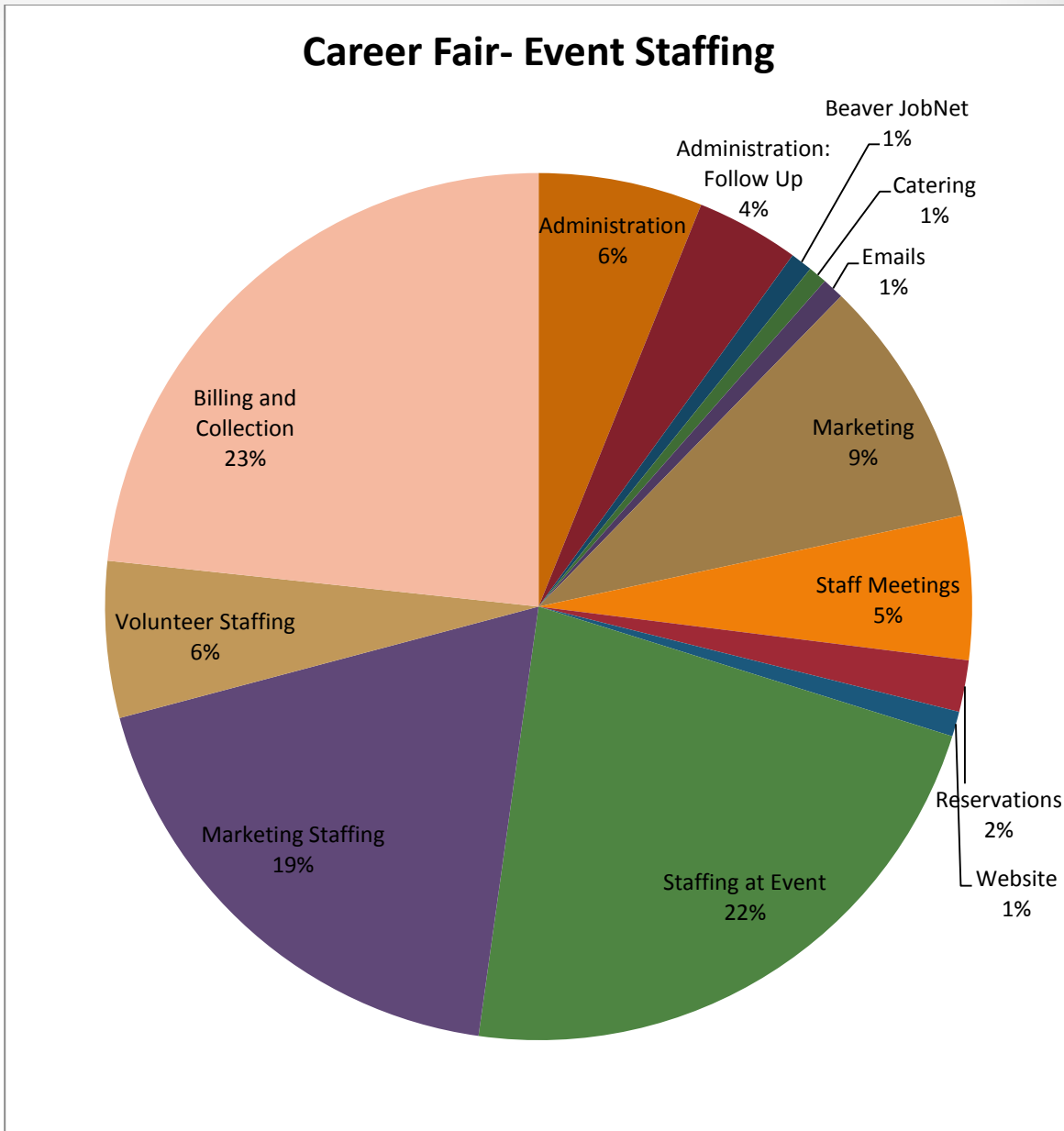


Figure 5.1: Career Fair Event Staffing [Data Based on Staff Input from Fall 13 to Spring 14]

Section 6: Analysis of Career Fair Success

1) Overview

A survey was conducted to determine the success of the Fall 2013 Career Fair. This was conducted by calling recruiters to find out how many interviewed and offered jobs to students. The data is presented below. Figure 6.1 shows that 55 employers responded of the total Career Fair attendees of 211. In Figure 6.2 it is shown that 250 interviews were conducted and 22 positions offered.

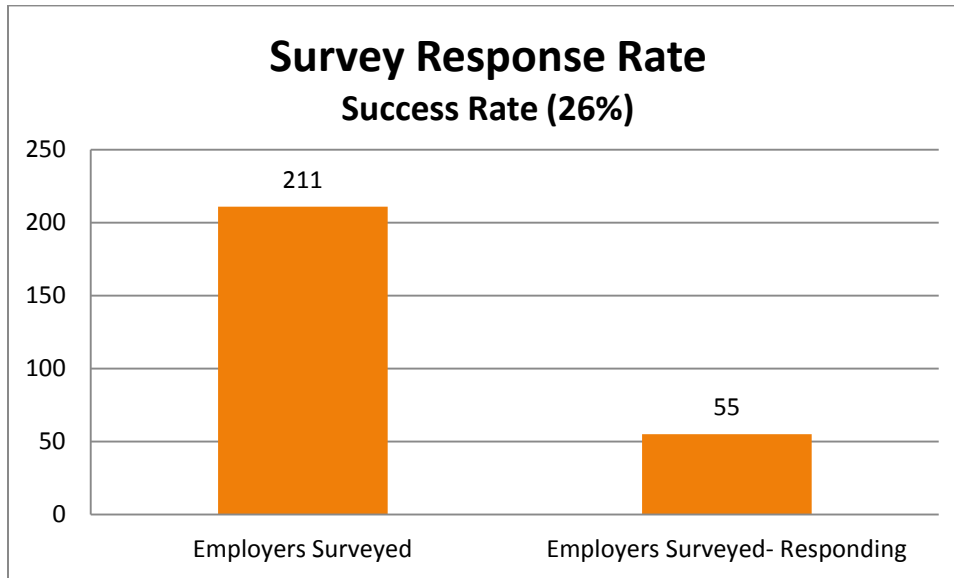


Figure 6.1: Survey Response Rate [Data from Fall Fair of 2013]



Figure 6.2: Interviews and Positions offered from Career Fair [Data from Fall Fair of 2013]

Some limitations in the survey include the fact that many employers weren't done with their interviewing or hiring process and could not yet report on numbers. The employers who responded may also be the ones who had conducted interviews and wished to provide feedback so the data may be skewed. Despite this limitation the survey does show that interviews are being conducted that lead to students gaining internships and jobs.

Section 7: Proposed Budgets

The proposed budget for the Career Fair was designed by analyzing past Career Fair trends and average revenue generated. The average revenue generated for the last 6 years was \$172,342. The proposed budget would be \$144,350, but this will leave around \$25,000 for technology upgrades and depreciation. It will also allow for years with possibly lower attendance, which is not foreseen, but should be planned for.

Table 7.1: Proposed Budget

Proposed Career Fair Budget				
	Fall	Winter	Spring	Total
Alumni Center Rental	\$6,000	\$6,000	\$3,000	\$15,000
Valley Catering (incl A-cntr %)	\$11,000	\$11,000	\$5,500	\$27,500
University Events Fee	\$440	\$440	\$220	\$1,100
Symplicity/CSO CF Fees	\$4,000	\$4,000	\$2,000	\$10,000
Marketing and Advertising	\$4,000	\$4,000	\$2,500	\$10,500
Employer and Volunteer Prizes	\$500	\$500	\$250	\$1,250
Parking Passes	\$2,200	\$2,200	\$1,100	\$5,500
Office Admin Supplies	\$500	\$500	\$500	\$1,500
Labor	\$24,000	\$24,000	\$24,000	\$72,000
Total	\$52,640	\$52,640	\$39,070	\$144,350

This budget should be adapted to trends in employers coming to Career Fairs. By growing the fair it would be possible to increase attendance and revenue generated. The revenue and costs after each fair should be analyzed to create new budgets. The most important factor is that labor should be consistently budgeted into the cost of Career Fairs.

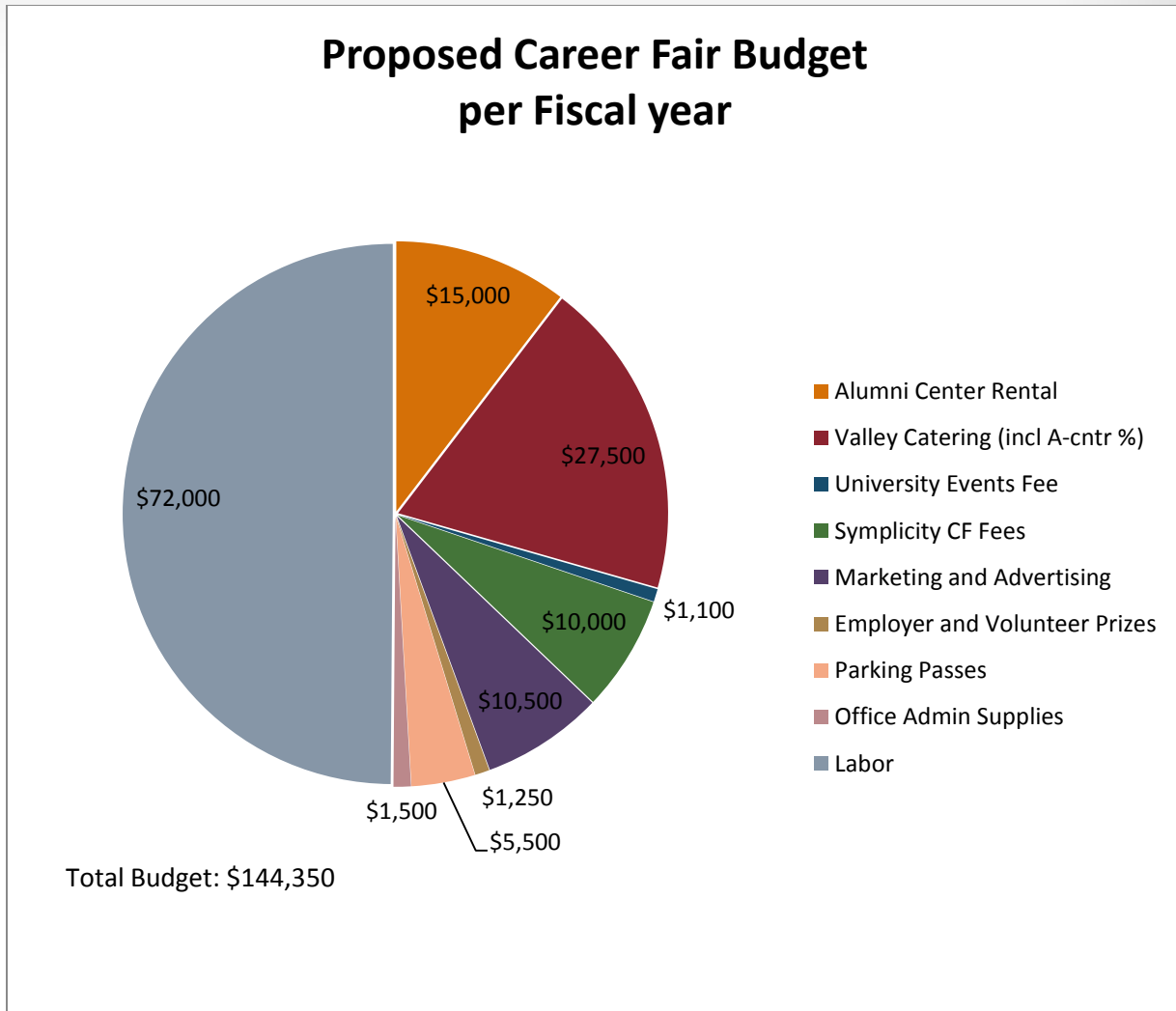


Figure 7.1: Proposed Career Fair Budget

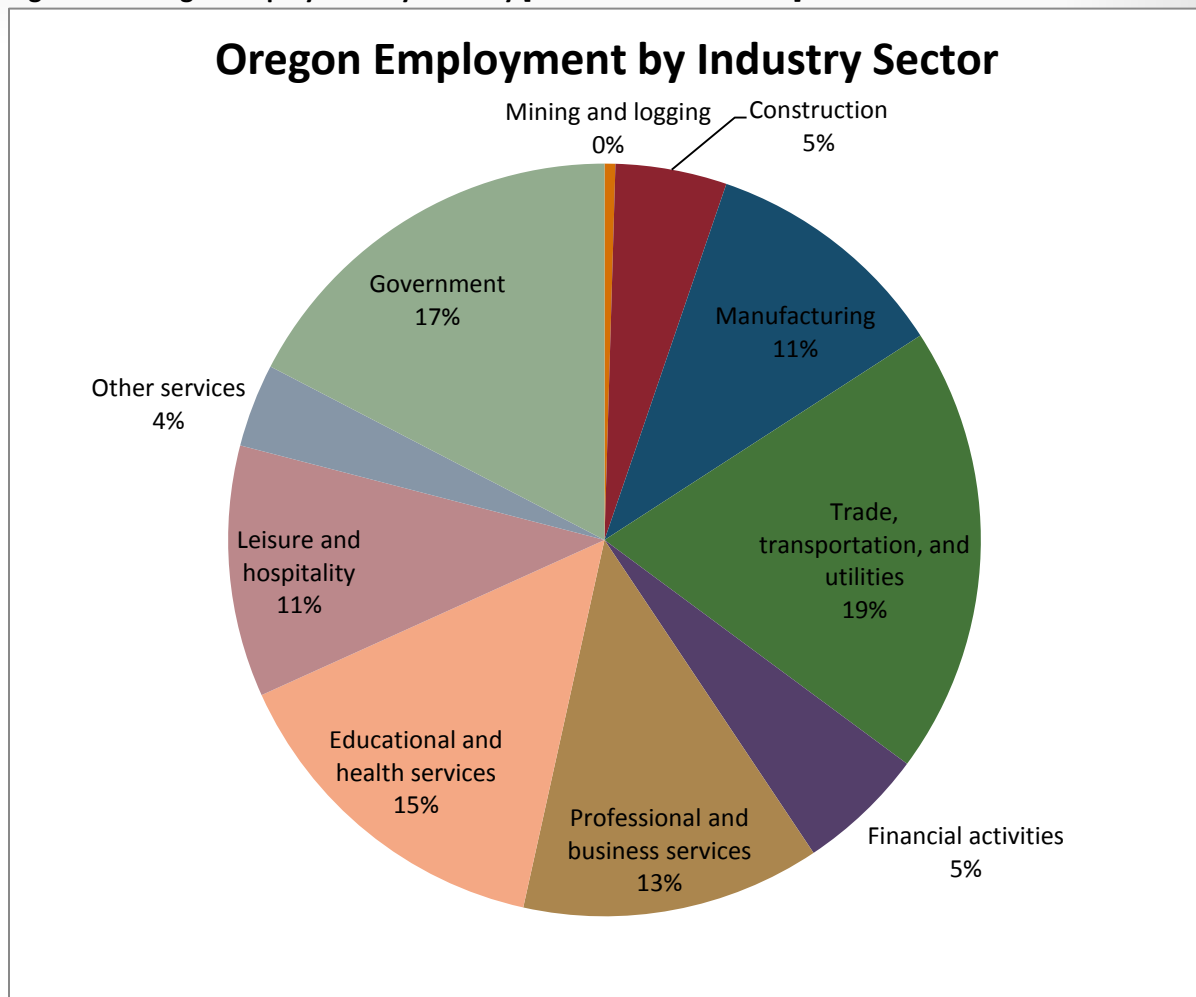
Section 8: Plans for Future Development

Table 8.1 shows employment by industry in Oregon. Figure 8.1 shows a visual graph of employment by industry as a percentage of total employment. Many of these industries rely on engineering and business students but there are other industries that could be reached out too in order to provide more opportunities for students from different majors. Some areas to reach out to include education, health services and government jobs who do not have as strong a presence at current fairs. Oregon also has a strong agriculture and timber industry which could lead to more employment opportunities for students. By reaching out to these types of employers Career Services could also create stronger relationships with both the College of Agriculture, College of Health and Human Sciences and the College of Forestry.

Table 8.1: Oregon Employment by Industry [Data from March 2014]

Oregon Employment by Industry Sector		
Industry	Total	Percentage
Mining and logging	7,800	0.47%
Construction	80,200	4.78%
Manufacturing	177,800	10.61%
Trade, transportation, and utilities	323,200	19.28%
Financial activities	92,000	5.49%
Professional and business services	215,200	12.84%
Educational and health services	247,700	14.78%
Leisure and hospitality	181,100	10.80%
Other services	60,000	3.58%
Government	291,300	17.38%

Figure 8.1: Oregon Employment by Industry [Data from March 2014]



Section 9: Conclusion and Recommendations

1) General

One potential area to improve efficiency would be to hire a full time staff member who is and event coordinator. By having a dedicated team who performs most of the Event Planning it might be possible to get tasks done more quickly. If this route is taken then the time that staff used to use to help with the Career Fair should be allocated to other tasks to support creating relationships with other University Colleges and helping create opportunities for students. One area to consider is that right now the Career Fair helps unify the staff as they come together on a major project. The changes that would occur by potentially moving the staff to other projects should be taken into consideration and the pros and cons weighed before a decision is made.

Career Services is providing a large service to both the College of Engineering and the College of Business but there is little communication between the Departments. They also provide support to students from all of the other colleges at the University. By collaborating and creating relationships a stronger partnership could be formed and allow Career Services to be seen as an active and strong contributor on campus.

2) Financial

The main financial cost driver is direct employee labor. Direct labor can be difficult to determine since staff often switch between tasks. As can be seen in Table 5.1, the estimate for staff time is around 900 hours. This estimate is based on actual task duration. The current estimate from Fall Term of 2012 puts labor at around 2,892 hours. By combining both of these reports a more accurate picture of labor cost can be derived which puts

3) Target Audience

By marketing to employers and working in partnership with the other Colleges it might be possible to provide more opportunities for students. By reaching out to the College of Liberal Arts, the College of Science, the College of Public Health and Human Science, the College of Agriculture Science and the College of Forestry we can create better partnerships and allow Career Services to be seen as a strong ally to the Colleges and their students.

4) Processes to Improve

One area that could be looked at is doing all payments online and making them automated. Currently billing is done after registration and a considerable amount of time is spent tracking payments and following up with companies. By requiring payment upon registration a lot of time could be saved through an automated process. Before doing this it should be determined if this would have a negative effect on employers registering since some do it through check.

5) Career Fairs moving into the Future

Given the amount of time and energy put into running Career Fairs data should be tracked to measure success rates. It might be beneficial to only host one joint Career Fair a year and allocate time and energy to creating more personal networking opportunities for students. Being involved with NACE and sending staff to professional conferences might help to learn about recruiting trends. Another key aspect would be maintaining and being proactive about creating relationships with the different colleges to help provide what they need.

If Career Fairs are a good way to continue creating connections then in the future Career Services should work to market to employers from the Colleges who have less representation. If employers and students continue to show interest in Career Fairs then expanding them should be looked at to further provide opportunities.

Appendix:

Appendix 1: Executive Summary

Appendix 2: Analysis of Financial Data

Appendix 3: Analysis of Student Data

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Appendix 5: Analysis Event Management and Staffing

Appendix 6: Analysis of Career Fair Success

Appendix 7: Proposed Budgets

Appendix 8: Plan for Further Development

Appendix 9: Conclusion and Recommendations

Appendix 2: Analysis of Financial Data

Appendix 2.1: Detailed Financial Data from Fall of 2011 to Winter of 2014

	Fall 2011	Winter 2012	Spring 2012	Fall 2012	Winter 2013	Spring 2013	Fall 2013	Winter 2014
Alumni Center Rooms	\$4,590	\$4,590	\$2,295	\$4,590	\$4,590	\$2,397	\$4,794	\$4,794
Tables	\$900	\$693	\$498	\$1,338	\$570	\$505	\$1,058	\$780
Freight Handling	\$300	\$300	\$150	\$150	\$300	\$150	\$300	
Copies	\$75	\$0	\$0	\$0	\$0	\$0	\$0	
Early Access	\$100	\$100	\$50	\$100	\$100	\$50	\$100	\$100
Hang Banner	\$20	\$20	\$20	\$20	\$40	\$20	\$20	\$40
Media Svcs Contract Equip	\$110	\$0	\$0	\$0	\$0	\$0	\$0	
Wi-Fi	\$0	\$0	\$50	\$0	\$0	\$0	\$0	
	\$10,609							
Valley Catering (incl A-cntr %)		\$9,124	\$4,504	\$9,987	\$8,460	\$4,694	\$11,801	\$11,322
University Events Fee	\$300	\$1,020	\$680	\$1,085	\$0	\$0	\$0	\$0
Symplcity CF Fees	\$3,200	\$3,950	\$3,200	\$3,950	\$3,200	\$1,600	\$3,200	\$3,200
Advertising								
11x15 Vertical laminated	\$0	\$0	\$6	\$0	\$12	\$0	\$0	\$0
11x17 vertical posters	\$0	\$0	\$63	\$0	\$34	\$0	\$58	\$0
24x36 Vertical Poster	\$0	\$0	\$0	\$0	\$0	\$0	\$61	\$0
8.5x11 Horizontal Posters	\$0	\$0	\$0	\$0	\$0	\$0	\$88	\$0
Backpack Check Clips / Supplies	\$0	\$0	\$0	\$0	\$0	\$167	\$99	\$0
Banner for Fair (Sponsor)	\$958	\$451	\$0	\$580	\$135	\$70	\$650	\$0
Banner MU Cocoa (CF Next Week!)	\$0	\$0	\$102	\$0	\$0	\$0	\$0	\$0
Barometer	\$0	\$0	\$396	\$0	\$0	\$1,072	\$0	\$0
Barometer - Vol Thank You	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$0
Career Fair Booklets	\$1,086	\$1,139	\$476	\$1,869	\$1,491	\$667	\$1,254	\$1,211
CF BMC Bumper Ad (UHDS)	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0
CF Business Cards & Posters	\$200	\$516	\$142	\$143	\$143	\$0	\$110	\$0
CF Campus Mailbox Flyers	\$0	\$0	\$28	\$296	\$97	\$0	\$0	\$89
CF Campus Posters (MU stairs)	\$0	\$0	\$13	\$30	\$0	\$0	\$0	\$0
Countdown and CF Posters	\$0	\$0	\$0	\$0	\$0	\$0	\$190	\$36
Dixon TV Ad	\$0	\$0	\$0	\$85	\$51	\$51	\$51	\$51
Door Prize Sign	\$0	\$0	\$0	\$0	\$0	\$18		\$0
Employer panelist thank you	\$0	\$0	\$0	\$0	\$0	\$110	\$1,226	\$0
Flat Screen Monitor for directory	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Graphics / Design Services	\$300	\$30	\$0	\$0	\$400	\$0	\$0	\$0
Misc: (Hot choc, lemonade, etc)	\$40		\$83	\$273	\$148	\$56	\$272	\$295
MU TV Ads	\$25	\$25	\$26	\$30	\$45	\$0	\$30	\$0
Orange Circle Ads at Fairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Orange Circle Table cloths	\$237		\$0	\$0	\$0	\$0	\$0	\$0
Pedi-Cab & promo	\$212	\$200	\$200	\$200	\$200	\$200	\$250	\$0
Pedi-Cab laminated CF posters	\$0	\$0	\$8	\$0	\$7	\$0	\$21	\$0
Seminar Calendar (poster ad)	\$0	\$0	\$0	\$147	\$178	\$0	\$234	\$89
Sponsor & Premier Posters	\$0	\$0	\$33	\$0	\$81	\$0	\$141	\$0
Student Maps/Door Prize	\$0	\$6	\$0	\$0	\$0	\$0	\$0	\$0
Table Inserts	\$0	\$91	\$108	\$167	\$114	\$0	\$64	\$0
Table Tents & Name Badges	\$64	\$0	\$0	\$0	\$187	\$54	\$249	\$85
T-Shirts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Employer Door Prizes	\$497	\$449	\$165	\$471	\$458	\$234	\$467	\$482
Volunteer Door Prizes	\$0	\$0	\$0	\$0	\$0	\$0	\$20	\$0
Student Survey Prize	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parking Passes	\$2,660	\$2,450	\$770	\$2,800	\$1,449	\$0	\$3,157	\$2,282
Signs (sandwich boards)	\$110	\$0	\$0	\$0	\$110	\$122	\$0	\$0
Office Admin Supplies	\$153	\$9	\$230	\$134	\$0	\$140	\$84	\$28
Alum/Sponsor/Premier Ribbon	\$0	\$0	\$0	\$0	\$0	\$140	\$0	\$0
Alum/Sponsor/Premier Ribbon	\$0	\$0	\$0	\$0	\$151	\$0	\$0	\$0
Staff Time (Avg incl OPE)	\$0	\$0	\$0	\$0	\$0	\$0	\$71,493	\$0
Credit Card Fees (2.5%)	\$0	\$933	\$482	\$4,459	\$885	\$525	\$1,527	\$0
Business Affairs Fees (8%)	\$0	\$5,446	\$2,784	\$7,489	\$1,898	\$1,051	\$8,257	\$1,991
	\$26,94	\$31,63	\$17,65	\$40,48	\$25,62	\$14,18	\$111,46	
TOTAL EXPENSES	7	2	3	3	8	2	6	\$26,874
	\$89,77	\$68,07	\$34,79	\$93,61	\$69,92	\$38,63	\$107,96	
Gross Billed	5	0	5	0	0	0	5	\$96,090
Unpaid Employer Fees	\$495	\$1,865	\$0	\$50	\$0	\$2,085	\$1,590	\$3,695
	\$62,33	\$34,57	\$17,14	\$53,07	\$44,29	\$22,36		
NET PROFIT	3	3	2	7	2	3	-\$5,091	\$65,521

Appendix 2.2: Detailed Financial Data from Fall of 2008 to Winter of 2011

	Fall 2008	Winter 2009	Spring 2009	Fall 2009	Winter 2010	Spring 2010	Fall 2010	Winter 2011
Alumni Center Rental	n/a	n/a	\$2,321	\$4,971	\$4,849	\$2,045	\$4,090	\$3,940
Tables	n/a	n/a	n/a	n/a	n/a	n/a	\$1,000	\$795
Freight Handling	n/a	n/a	n/a	n/a	n/a	n/a	\$150	\$150
Copies	n/a	n/a	n/a	n/a	n/a	n/a	\$12	\$57
Wi-Fi	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$50
Valley Catering (incl A-cntr %)	\$15,651	\$12,731	\$0	\$10,191	\$8,292	\$3,925	\$8,580	\$8,748
University Events Fees	\$7,700	\$0	\$0	\$5,495	\$4,620	\$1,050	\$2,000	\$2,000
Symplicity CF Fees	\$7,700	\$0	\$0	\$5,495	\$4,620	\$1,050	\$2,000	\$2,000
Advertising								
MU TV Ads	\$0	\$90	\$0	\$45	\$45	\$45	\$25	\$25
Career Fair Booklets	\$5,183	\$1,637	\$1,138	\$3,212	\$2,970	\$1,000	\$2,699	\$1,774
Posters & Table Tents	\$434	\$421	\$194	\$272	\$492	\$295	\$472	\$604
Student Maps/Door Prize	\$128	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Banner for Premiers	\$594	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Barometer	\$856	\$0	\$0	\$736	\$88	\$0	\$182	\$182
Barometer - Vol Thank You	\$0	\$0	\$0	\$0	\$0	\$0	\$91	\$91
CF Business Cards	\$0	\$0	\$0	\$328	\$335	\$0	\$160	\$124
T-Shirts	\$467	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pedi-Cab & promo	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$200
Orange Circle Ads at Fairs	\$0	\$0	\$0	\$0	\$0	\$0	\$46	\$41
Misc: (Hot choc, etc)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Graphics / Design Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300
Balloons	\$70	\$65	\$65	\$74	\$75	\$75	\$0	\$0
Signs	\$0	\$545	\$0	\$0	\$0	\$0	\$0	\$650
Employer Door Prizes	\$600	\$95	\$99	\$126	\$0	\$0	\$120	\$0
Volunteer Door Prizes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Student Survey Prize	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parking Passes	\$0	\$0	\$0	\$1,400	\$2,100	\$800	\$1,700	\$2,100
Office Admin Supplies	\$0	\$180	\$0	\$193	\$418	\$0	\$330	\$352

Alum/Sponsor/Premier Ribbon	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$218
Staff Time (Avg incl OPE)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Credit Card Fees (2.5%)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Business Affairs Fees (8%)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
TOTAL EXPENSES	\$31,684	\$15,765	\$3,817	\$27,044	\$24,284	\$9,235	\$21,856	\$22,400
Gross billed	\$111,160	\$77,905	\$21,870	\$72,550	\$62,915	\$23,120	\$68,885	\$63,425
Unpaid Employer Fees	\$1,635	\$2,235	\$545	\$0	\$200	\$520	\$495	\$2,680
NET PROFIT	\$77,841	\$59,905	\$17,508	\$45,506	\$38,431	\$13,365	\$46,534	\$38,345

Appendix 2.3 Average cost per day of Career Fair

Average cost per Fair <u>without</u> Labor	
Alumni Center Rental	\$2,983
Valley Catering (incl A-cntr %)	\$5,036
University Events Fee	\$220
Symplcity CF Fees	\$1,821
Marketing and Advertising	\$1,778
Employer and Volunteer Prizes	\$233
Parking Passes	\$1,112
Office Admin Supplies	\$76
Total	\$13,261

Appendix 2.4 MSA017 2008

FY: 2008
Index: MSA017 - MSA - Career Programs
Fund: 058517 - MSA - Career Programs
Organization: 160220 - MSA - Career Services
Program: 40200 - Counseling & Career Guidance
As of: 06/30/2008

Available from Current Year Operations: \$33,067.14

Report Category	Account		Budget	Actual	Unencumbered Balance	Encumbrance	
Income			\$55,000.00	\$102,275.00	(\$47,275.00)	\$0.00	
	01721	Application Fee & Late Charge	\$0.00	\$75.00	(\$75.00)	\$0.00	
	06000	Sales & Services	\$55,000.00	\$0.00	\$55,000.00	\$0.00	
	06403	Conference Income	\$0.00	\$102,150.00	(\$102,150.00)	\$0.00	
	09392	Miscellaneous Services Internl Sale	\$0.00	\$50.00	(\$50.00)	\$0.00	
Other Expenses			\$55,000.00	\$69,207.86	(\$14,207.86)	\$0.00	
	20000	Services & Supplies Expense	\$50,926.00	\$0.00	\$50,926.00	\$0.00	
	20101	Office & Administrative Supplies	\$0.00	\$966.32	(\$966.32)	\$0.00	
	20102	General Operating Supplies	\$0.00	\$3,834.94	(\$3,834.94)	\$0.00	
	20168	Awards	\$0.00	\$50.00	(\$50.00)	\$0.00	
	20199	Miscellaneous Supplies	\$0.00	\$717.25	(\$717.25)	\$0.00	
	20201	Computer (Noncapitalized)	\$0.00	\$1,159.44	(\$1,159.44)	\$0.00	
	22002	FAX Expense	\$0.00	\$3.00	(\$3.00)	\$0.00	
	22011	Telecom Usage Charges	\$0.00	\$7.39	(\$7.39)	\$0.00	
	22502	Postage	\$0.00	\$81.31	(\$81.31)	\$0.00	
	22503	Mailing Service - Incl Postage	\$0.00	\$75.70	(\$75.70)	\$0.00	
	22521	Delivery Service	\$0.00	\$0.00	\$0.00	\$0.00	
	24101	Equipment Rentals	\$0.00	\$3,733.28	(\$3,733.28)	\$0.00	
	24199	Miscellaneous Rentals	\$0.00	\$8,876.50	(\$8,876.50)	\$0.00	
	24526	Web Design Services	\$0.00	\$62.00	(\$62.00)	\$0.00	
	24602	Duplicating & Copying Expense	\$0.00	\$1,518.63	(\$1,518.63)	\$0.00	
	24612	Advertising-Inst Promo/Pub Relation	\$0.00	\$1,775.00	(\$1,775.00)	\$0.00	
	24999	Miscellaneous Fees & Services	\$0.00	\$5,000.00	(\$5,000.00)	\$0.00	
	28606	Conference Facilities	\$0.00	\$3,800.00	(\$3,800.00)	\$0.00	
	28613	Public Relations/Fund Raising	\$0.00	\$32,229.33	(\$32,229.33)	\$0.00	
	28711	Bad Debt Expense	\$0.00	\$191.25	(\$191.25)	\$0.00	
	70000	Indirect Charges	\$4,074.00	\$0.00	\$4,074.00	\$0.00	
	70003	Desig Ops Fnds Adm Costs	\$0.00	\$5,126.52	(\$5,126.52)	\$0.00	
MSA017 Totals:			Income	\$55,000.00	\$102,275.00	(\$47,275.00)	\$0.00
			Expense	\$55,000.00	\$69,207.86	(\$14,207.86)	\$0.00
			Available from Current Year Operations:				\$33,067.14

Appendix 2.5 MSA017 2009

FY: 2009

As of: 06/30/2009

Available from Current Year Operations: 101525.57

Report Category	Account		Budget	Actual	Unencumbered Balance	Encumbrance
Income			\$55,000.00	\$204,206.75	(\$149,206.75)	\$0.00
	01751	Placement Service Fee	\$0.00	\$62,605.00	(\$62,605.00)	\$0.00
	06000	Sales & Services	\$55,000.00	\$0.00	\$55,000.00	\$0.00
	06003	Services	\$0.00	\$491.75	(\$491.75)	\$0.00
	06403	Conference Income	\$0.00	\$140,532.00	(\$140,532.00)	\$0.00
	09392	Miscellaneous Services Internl Sale	\$0.00	\$578.00	(\$578.00)	\$0.00
Other Expenses			\$55,000.00	\$102,681.18	(\$47,681.18)	\$0.00
	20000	Services & Supplies Expense	\$50,926.00	\$0.00	\$50,926.00	\$0.00
	20101	Office & Administrative Supplies	\$0.00	\$2,176.31	(\$2,176.31)	\$0.00
	20102	General Operating Supplies	\$0.00	\$1,644.81	(\$1,644.81)	\$0.00
	20106	Books Publication & Other Ref. Mat.	\$0.00	\$47.44	(\$47.44)	\$0.00
	20108	Subscriptions	\$0.00	\$69.97	(\$69.97)	\$0.00
	20199	Miscellaneous Supplies	\$0.00	\$236.08	(\$236.08)	\$0.00
	20202	Software	\$0.00	\$1,959.98	(\$1,959.98)	\$0.00
	20204	Other IT Related Peripherals	\$0.00	\$10.99	(\$10.99)	\$0.00
	22011	Telecom Usage Charges	\$0.00	\$18.09	(\$18.09)	\$0.00
	22016	Communications Network Access Chg	\$0.00	\$14.00	(\$14.00)	\$0.00
	22030	Teleconference Fees	\$0.00	\$90.00	(\$90.00)	\$0.00
	22502	Postage	\$0.00	\$34.97	(\$34.97)	\$0.00
	22505	Express Mail	\$0.00	\$11.54	(\$11.54)	\$0.00
	23011	Chilled Water	\$0.00	\$97.67	(\$97.67)	\$0.00
	24101	Equipment Rentals	\$0.00	\$2,418.13	(\$2,418.13)	\$0.00
	24150	Land Rentals	\$0.00	\$30.00	(\$30.00)	\$0.00
	24199	Miscellaneous Rentals	\$0.00	\$5,955.00	(\$5,955.00)	\$0.00
	24203	Software Lease Costs	\$0.00	\$19,575.00	(\$19,575.00)	\$0.00
	24503	Data Processing Service	\$0.00	\$49.00	(\$49.00)	\$0.00
	24602	Duplicating & Copying Expense	\$0.00	\$10,994.41	(\$10,994.41)	\$0.00
	24606	Printing & Publishing	\$0.00	\$948.26	(\$948.26)	\$0.00
	24612	Advertising-Inst Promo/Pub Relation	\$0.00	\$2,330.00	(\$2,330.00)	\$0.00
	24615	Engraving Services	\$0.00	\$14.00	(\$14.00)	\$0.00
	24999	Miscellaneous Fees & Services	\$0.00	\$1,000.00	(\$1,000.00)	\$0.00
	28601	Conference Registration Fees	\$0.00	\$2,069.00	(\$2,069.00)	\$0.00
	28606	Conference Facilities	\$0.00	\$5,835.00	(\$5,835.00)	\$0.00
	28612	Hosting Groups & Guests	\$0.00	\$115.70	(\$115.70)	\$0.00
	28613	Public Relations/Fund Raising	\$0.00	\$32,700.37	(\$32,700.37)	\$0.00
	28711	Bad Debt Expense	\$0.00	\$1,008.75	(\$1,008.75)	\$0.00
	28902	Membership in Civic/Community Orgns	\$0.00	\$18.75	(\$18.75)	\$0.00
	39515	Out-St Empl Program Travel	\$0.00	\$3,601.94	(\$3,601.94)	\$0.00
	70000	Indirect Charges	\$4,074.00	\$0.00	\$4,074.00	\$0.00
	70003	Desig Ops Fnds Adm Costs	\$0.00	\$7,606.02	(\$7,606.02)	\$0.00
MSA017 Totals:	Income		\$55,000.00	\$204,206.75	(\$149,206.75)	\$0.00
	Expense		\$55,000.00	\$102,681.18	(\$47,681.18)	\$0.00
	Available from Current Year Operations:					\$101,525.57

Appendix 2.6 MSA017 2010

FY: 2010

As of: 06/30/2010

Available from Current Year Operations: \$11,273.19

Report Category	Account		Budget	Actual	Unencumbered Balance	Encumbrance
Income			\$202,000.00	\$117,126.02	\$84,873.98	\$0.00
	01700	Other Student Fees	<u>\$62,000.00</u>	<u>\$0.00</u>	\$62,000.00	\$0.00
	01751	Placement Service Fee	<u>\$0.00</u>	<u>\$173.02</u>	(\$173.02)	\$0.00
	06002	Sales	<u>\$140,000.00</u>	<u>\$0.00</u>	\$140,000.00	\$0.00
	06003	Services	<u>\$0.00</u>	<u>\$217.00</u>	(\$217.00)	\$0.00
	06403	Conference Income	<u>\$0.00</u>	<u>\$116,097.00</u>	(\$116,097.00)	\$0.00
	09392	Miscellaneous Services Internl Sale	<u>\$0.00</u>	<u>\$639.00</u>	(\$639.00)	\$0.00
Other Expenses			\$108,000.00	\$105,852.83	\$2,147.17	\$0.00
	20000	Services & Supplies Expense	<u>\$100,000.00</u>	<u>\$0.00</u>	\$100,000.00	\$0.00
	20101	Office & Administrative Supplies	<u>\$0.00</u>	<u>\$2,409.72</u>	(\$2,409.72)	\$0.00
	20102	General Operating Supplies	<u>\$0.00</u>	<u>\$2,506.57</u>	(\$2,506.57)	\$0.00
	20106	Books Publication & Other Ref. Mat.	<u>\$0.00</u>	<u>\$37.00</u>	(\$37.00)	\$0.00
	20108	Subscriptions	<u>\$0.00</u>	<u>\$2,985.18</u>	(\$2,985.18)	\$0.00
	20112	Electronic Supplies	<u>\$0.00</u>	<u>\$330.00</u>	(\$330.00)	\$0.00
	20200	Minor Equipment	<u>\$0.00</u>	<u>\$1,525.00</u>	(\$1,525.00)	\$0.00
	20201	Computer (Noncapitalized)	<u>\$0.00</u>	<u>\$1,070.38</u>	(\$1,070.38)	\$0.00
	20202	Software	<u>\$0.00</u>	<u>\$447.50</u>	(\$447.50)	\$0.00
	20203	Printers (Noncapitalized)	<u>\$0.00</u>	<u>\$219.98</u>	(\$219.98)	\$0.00
	20204	Other IT Related Peripherals	<u>\$0.00</u>	<u>\$19.95</u>	(\$19.95)	\$0.00
	22011	Telecom Usage Charges	<u>\$0.00</u>	<u>\$0.15</u>	(\$0.15)	\$0.00
	22016	Communications Network Access Chg	<u>\$0.00</u>	<u>\$10,802.02</u>	(\$10,802.02)	\$0.00
	22030	Teleconference Fees	<u>\$0.00</u>	<u>\$16.00</u>	(\$16.00)	\$0.00
	22502	Postage	<u>\$0.00</u>	<u>\$8.43</u>	(\$8.43)	\$0.00
	23011	Chilled Water	<u>\$0.00</u>	<u>\$78.05</u>	(\$78.05)	\$0.00
	24101	Equipment Rentals	<u>\$0.00</u>	<u>\$1,815.43</u>	(\$1,815.43)	\$0.00
	24199	Miscellaneous Rentals	<u>\$0.00</u>	<u>\$9,515.00</u>	(\$9,515.00)	\$0.00
	24203	Software Lease Costs	<u>\$0.00</u>	<u>\$12,110.00</u>	(\$12,110.00)	\$0.00
	24602	Duplicating & Copying Expense	<u>\$0.00</u>	<u>\$11,166.15</u>	(\$11,166.15)	\$0.00
	24606	Printing & Publishing	<u>\$0.00</u>	<u>\$3,111.82</u>	(\$3,111.82)	\$0.00
	24611	Advertising-Pers Recruit/Pub Notice	<u>\$0.00</u>	<u>\$380.00</u>	(\$380.00)	\$0.00
	24612	Advertising-Inst Promo/Pub Relation	<u>\$0.00</u>	<u>\$2,339.00</u>	(\$2,339.00)	\$0.00
	24999	Miscellaneous Fees & Services	<u>\$0.00</u>	<u>\$5,717.54</u>	(\$5,717.54)	\$0.00
	28601	Conference Registration Fees	<u>\$0.00</u>	<u>\$750.00</u>	(\$750.00)	\$0.00
	28612	Hosting Groups & Guests	<u>\$0.00</u>	<u>\$59.70</u>	(\$59.70)	\$0.00
	28613	Public Relations/Fund Raising	<u>\$0.00</u>	<u>\$25,200.14</u>	(\$25,200.14)	\$0.00
	28711	Bad Debt Expense	<u>\$0.00</u>	<u>(\$375.00)</u>	\$375.00	\$0.00
	28901	Dues & Memberships -Program Related	<u>\$0.00</u>	<u>\$250.00</u>	(\$250.00)	\$0.00
	28994	Reimb S&S Exp to Employees	<u>\$0.00</u>	<u>\$265.91</u>	(\$265.91)	\$0.00
	39445	In-St Non-Empl Prog Travel	<u>\$0.00</u>	<u>\$103.40</u>	(\$103.40)	\$0.00
	39515	Out-St Empl Program Travel	<u>\$0.00</u>	<u>\$3,146.87</u>	(\$3,146.87)	\$0.00
	70000	Indirect Charges	<u>\$8,000.00</u>	<u>\$0.00</u>	\$8,000.00	\$0.00

	70003	Desig Ops Fnds Adm Costs	<u>\$0.00</u>	<u>\$7,840.94</u>	(\$7,840.94)	\$0.00	
MSA017 Totals:			Income	\$202,000.00	\$117,126.02	\$84,873.98	\$0.00
			Expense	\$108,000.00	\$105,852.83	\$2,147.17	\$0.00
			Available from Current Year Operations:				\$11,273.19

Appendix 2.7 MSA017 2011

FY: 2011

Available from Current Year Operations: -17472.44

Report Category	Account		Budget	Actual	Unencumbered Balance	Encumbrance
Income			\$116,000.00	\$150,487.40	(\$34,487.40)	\$0.00
	06000	Sales & Services	<u>\$116,000.00</u>	<u>\$0.00</u>	\$116,000.00	\$0.00
	06403	Conference Income	<u>\$0.00</u>	<u>\$145,433.00</u>	(\$145,433.00)	\$0.00
	06495	Sponsorship Income	<u>\$0.00</u>	<u>\$3,975.00</u>	(\$3,975.00)	\$0.00
	08001	Miscell Other Revenues	<u>\$0.00</u>	<u>\$434.40</u>	(\$434.40)	\$0.00
	09391	Miscellaneous Internal Sales	<u>\$0.00</u>	<u>\$210.00</u>	(\$210.00)	\$0.00
	09392	Miscellaneous Services Internl Sale	<u>\$0.00</u>	<u>\$435.00</u>	(\$435.00)	\$0.00
Salaries - Wages			\$0.00	\$41,689.89	(\$41,689.89)	\$0.00
	10103	Staff-Unclassified Salaries-Non-Fac	<u>\$0.00</u>	<u>\$39,649.53</u>	(\$39,649.53)	\$0.00
	10501	Student Pay - Regular Pay	<u>\$0.00</u>	<u>\$2,040.36</u>	(\$2,040.36)	\$0.00
OPE			\$0.00	\$26,844.07	(\$26,844.07)	\$0.00
	10907	OPE JV Adj Retirement	<u>\$0.00</u>	<u>(\$23.85)</u>	\$23.85	\$0.00
	10964	OPE Uncl Health/Life	<u>\$0.00</u>	<u>\$18,402.25</u>	(\$18,402.25)	\$0.00
	10967	OPE Uncl Retirement	<u>\$0.00</u>	<u>\$5,057.60</u>	(\$5,057.60)	\$0.00
	10968	OPE Uncl Other	<u>\$0.00</u>	<u>\$3,392.02</u>	(\$3,392.02)	\$0.00
	10988	OPE Student Other	<u>\$0.00</u>	<u>\$16.05</u>	(\$16.05)	\$0.00
Other Expenses			\$108,000.00	\$99,425.88	\$8,574.12	\$0.00
	20000	Services & Supplies Expense	<u>\$100,000.00</u>	<u>\$0.00</u>	\$100,000.00	\$0.00
	20101	Office & Administrative Supplies	<u>\$0.00</u>	<u>\$2,079.18</u>	(\$2,079.18)	\$0.00
	20102	General Operating Supplies	<u>\$0.00</u>	<u>\$793.96</u>	(\$793.96)	\$0.00
	20105	Data Processing Supplies	<u>\$0.00</u>	<u>\$29.99</u>	(\$29.99)	\$0.00
	20106	Books Publication & Other Ref. Mat.	<u>\$0.00</u>	<u>\$979.01</u>	(\$979.01)	\$0.00
	20108	Subscriptions	<u>\$0.00</u>	<u>\$4,394.50</u>	(\$4,394.50)	\$0.00
	20188	Employee Clothing	<u>\$0.00</u>	<u>\$39.30</u>	(\$39.30)	\$0.00
	20199	Miscellaneous Supplies	<u>\$0.00</u>	<u>\$60.72</u>	(\$60.72)	\$0.00
	20201	Computer (Noncapitalized)	<u>\$0.00</u>	<u>\$1,061.15</u>	(\$1,061.15)	\$0.00
	20204	Other IT Related Peripherals	<u>\$0.00</u>	<u>\$33.59</u>	(\$33.59)	\$0.00
	20210	Office Equip & Furniture (Noncap)	<u>\$0.00</u>	<u>\$3,371.16</u>	(\$3,371.16)	\$0.00
	22012	Telecom One-Time Charges	<u>\$0.00</u>	<u>\$90.00</u>	(\$90.00)	\$0.00
	22016	Communications Network Access Chg	<u>\$0.00</u>	<u>\$500.00</u>	(\$500.00)	\$0.00
	23502	Building Maintenance & Repairs	<u>\$0.00</u>	<u>\$1,011.14</u>	(\$1,011.14)	\$0.00
	24101	Equipment Rentals	<u>\$0.00</u>	<u>\$2,643.75</u>	(\$2,643.75)	\$0.00
	24199	Miscellaneous Rentals	<u>\$0.00</u>	<u>\$10,802.00</u>	(\$10,802.00)	\$0.00
	24203	Software Lease Costs	<u>\$0.00</u>	<u>\$19,875.00</u>	(\$19,875.00)	\$0.00
	24526	Web Design Services	<u>\$0.00</u>	<u>\$60.00</u>	(\$60.00)	\$0.00
	24602	Duplicating & Copying Expense	<u>\$0.00</u>	<u>\$5,439.86</u>	(\$5,439.86)	\$0.00
	24606	Printing & Publishing	<u>\$0.00</u>	<u>\$1,193.26</u>	(\$1,193.26)	\$0.00
	24612	Advertising-Inst Promo/Pub Relation	<u>\$0.00</u>	<u>\$2,411.00</u>	(\$2,411.00)	\$0.00
	24999	Miscellaneous Fees & Services	<u>\$0.00</u>	<u>\$5,643.96</u>	(\$5,643.96)	\$0.00
	28601	Conference Registration Fees	<u>\$0.00</u>	<u>\$1,385.00</u>	(\$1,385.00)	\$0.00
	28602	Conference Housing	<u>\$0.00</u>	<u>\$44.00</u>	(\$44.00)	\$0.00
	28611	Refreshments-Inter Departmental	<u>\$0.00</u>	<u>\$160.35</u>	(\$160.35)	\$0.00
	28612	Hosting Groups & Guests	<u>\$0.00</u>	<u>\$10,063.17</u>	(\$10,063.17)	\$0.00
	28613	Public Relations/Fund Raising	<u>\$0.00</u>	<u>\$9,359.37</u>	(\$9,359.37)	\$0.00
	28901	Dues & Memberships -Program Related	<u>\$0.00</u>	<u>\$40.00</u>	(\$40.00)	\$0.00
	28994	Reimb S&S Exp to Employees	<u>\$0.00</u>	<u>\$68.99</u>	(\$68.99)	\$0.00

	29040	Training-Tuition/Regist'n Emp	<u>\$0.00</u>	<u>\$550.00</u>	(\$550.00)	\$0.00
	29050	In-House Training	<u>\$0.00</u>	<u>\$150.00</u>	(\$150.00)	\$0.00
	39415	In-St Empl Program Travel	<u>\$0.00</u>	<u>\$84.10</u>	(\$84.10)	\$0.00
	39515	Out-St Empl Program Travel	<u>\$0.00</u>	<u>\$2,199.76</u>	(\$2,199.76)	\$0.00
	39516	Out-St Empl Training Travel	<u>\$0.00</u>	<u>\$367.10</u>	(\$367.10)	\$0.00
	70000	Indirect Charges	<u>\$8,000.00</u>	<u>\$0.00</u>	\$8,000.00	\$0.00
	70003	Desig Ops Fnds Adm Costs	<u>\$0.00</u>	<u>\$12,441.51</u>	(\$12,441.51)	\$0.00
MSA017 Totals:		Income	\$116,000.00	\$150,487.40	(\$34,487.40)	\$0.00
		Expense	\$108,000.00	\$167,959.84	(\$59,959.84)	\$0.00
		Available from Current Year Operations:				(\$17,472.44)

Appendix 2.8 MSA017 2012

FY: 2012

As of: 06/30/2012

Available from Current Year Operations: 144751.15

Report Category	Account		Budget	Actual	Unencumbered Balance	Encumbrance
Income			\$150,000.00	\$211,342.00	(\$61,342.00)	\$0.00
	06000	Sales & Services	<u>\$150,000.00</u>	<u>\$0.00</u>	\$150,000.00	\$0.00
	06403	Conference Income	<u>\$0.00</u>	<u>\$192,767.00</u>	(\$192,767.00)	\$0.00
	06495	Sponsorship Income	<u>\$0.00</u>	<u>\$17,500.00</u>	(\$17,500.00)	\$0.00
	09381	Conference Internal Sales	<u>\$0.00</u>	<u>\$1,000.00</u>	(\$1,000.00)	\$0.00
	09392	Miscellaneous Services Internl Sale	<u>\$0.00</u>	<u>\$75.00</u>	(\$75.00)	\$0.00
Service Credits			\$0.00	\$0.00	\$0.00	\$0.00
	79381	Conference Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00	\$0.00
	79392	Miscellaneous Service Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00	\$0.00
Salaries - Wages			\$47,443.00	(\$554.08)	\$47,997.08	\$0.00
	10101	Staff-Unclassified Salaries	<u>\$47,443.00</u>	<u>\$0.00</u>	\$47,443.00	\$0.00
	10103	Staff-Unclassified Salaries-Non-Fac	<u>\$0.00</u>	<u>(\$884.08)</u>	\$884.08	\$0.00
	10501	Student Pay - Regular Pay	<u>\$0.00</u>	<u>\$330.00</u>	(\$330.00)	\$0.00
OPE			\$21,323.00	(\$199.29)	\$21,522.29	\$0.00
	10901	Other Payroll Expenses	<u>\$21,323.00</u>	<u>\$0.00</u>	\$21,323.00	\$0.00
	10964	OPE Uncl Health/Life	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00	\$0.00
	10967	OPE Uncl Retirement	<u>\$0.00</u>	<u>(\$130.76)</u>	\$130.76	\$0.00
	10968	OPE Uncl Other	<u>\$0.00</u>	<u>(\$71.10)</u>	\$71.10	\$0.00
	10988	OPE Student Other	<u>\$0.00</u>	<u>\$2.57</u>	(\$2.57)	\$0.00
Other Expenses			\$108,000.00	\$67,344.22	\$40,655.78	\$0.00
	20000	Services & Supplies Expense	<u>\$100,000.00</u>	<u>\$0.00</u>	\$100,000.00	\$0.00
	20101	Office & Administrative Supplies	<u>\$0.00</u>	<u>\$1,017.97</u>	(\$1,017.97)	\$0.00
	20102	General Operating Supplies	<u>\$0.00</u>	<u>\$379.85</u>	(\$379.85)	\$0.00
	20168	Awards	<u>\$0.00</u>	<u>\$45.00</u>	(\$45.00)	\$0.00
	20188	Employee Clothing	<u>\$0.00</u>	<u>\$661.50</u>	(\$661.50)	\$0.00
	20199	Miscellaneous Supplies	<u>\$0.00</u>	<u>\$1,364.09</u>	(\$1,364.09)	\$0.00
	22016	Communications Network Access Chg	<u>\$0.00</u>	<u>\$475.00</u>	(\$475.00)	\$0.00
	22502	Postage	<u>\$0.00</u>	<u>\$1.67</u>	(\$1.67)	\$0.00
	23502	Building Maintenance & Repairs	<u>\$0.00</u>	<u>\$337.35</u>	(\$337.35)	\$0.00
	24101	Equipment Rentals	<u>\$0.00</u>	<u>\$2,192.75</u>	(\$2,192.75)	\$0.00
	24199	Miscellaneous Rentals	<u>\$0.00</u>	<u>\$12,828.00</u>	(\$12,828.00)	\$0.00
	24203	Software Lease Costs	<u>\$0.00</u>	<u>\$1,500.00</u>	(\$1,500.00)	\$0.00
	24602	Duplicating & Copying Expense	<u>\$0.00</u>	<u>\$3,483.01</u>	(\$3,483.01)	\$0.00
	24608	Graphic Design Service	<u>\$0.00</u>	<u>\$1,661.04</u>	(\$1,661.04)	\$0.00
	24612	Advertising-Inst Promo/Pub Relation	<u>\$0.00</u>	<u>\$3,010.83</u>	(\$3,010.83)	\$0.00
	24999	Miscellaneous Fees & Services	<u>\$0.00</u>	<u>\$8,251.72</u>	(\$8,251.72)	\$0.00
	28611	Refreshments-Inter Departmental	<u>\$0.00</u>	<u>\$24.50</u>	(\$24.50)	\$0.00
	28612	Hosting Groups & Guests	<u>\$0.00</u>	<u>\$303.00</u>	(\$303.00)	\$0.00
	28613	Public Relations/Fund Raising	<u>\$0.00</u>	<u>\$24,714.26</u>	(\$24,714.26)	\$0.00
	29050	In-House Training	<u>\$0.00</u>	<u>\$160.00</u>	(\$160.00)	\$0.00
	70000	Indirect Charges	<u>\$8,000.00</u>	<u>\$0.00</u>	\$8,000.00	\$0.00

	70003	Desig Ops Fnds Adm Costs	<u>\$0.00</u>	<u>\$4,932.68</u>	(\$4,932.68)	\$0.00
MSA017 Totals:		Income	\$150,000.00	\$211,342.00	(\$61,342.00)	\$0.00
		Expense	\$176,766.00	\$66,590.85	\$110,175.15	\$0.00
		Available from Current Year Operations:				\$144,751.15

Appendix 2.9 MSA017 2013

FY: 2013
Index: MSA017 - MSA - Career Programs
Fund: 058517 - MSA - Career Programs
Organization: 160220 - MSA - Career Services
Program: 40200 - Counseling & Career Guidance
As of: 06/30/2013

Available from Current Year Operations: \$137,880.86

Report Category	Account	Budget	Actual	Unencumbered Balance	Encumbrance
Income		\$150,000.00	\$212,230.00	(\$62,230.00)	\$0.00
	06000 Sales & Services	<u>\$150,000.00</u>	<u>\$0.00</u>	\$150,000.00	\$0.00
	06403 Conference Income	<u>\$0.00</u>	<u>\$203,735.00</u>	(\$203,735.00)	\$0.00
	06495 Sponsorship Income	<u>\$0.00</u>	<u>\$7,720.00</u>	(\$7,720.00)	\$0.00
	06997 Return & Allowance	<u>\$0.00</u>	<u>\$150.00</u>	(\$150.00)	\$0.00
	09381 Conference Internal Sales	<u>\$0.00</u>	<u>\$625.00</u>	(\$625.00)	\$0.00
Service Credits		\$0.00	\$0.00	\$0.00	\$0.00
	79381 Conference Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00	\$0.00
Other Expenses		\$108,000.00	\$74,349.14	\$33,650.86	\$0.00
	20000 Services & Supplies Expense	<u>\$100,000.00</u>	<u>\$0.00</u>	\$100,000.00	\$0.00
	20101 Office & Administrative Supplies	<u>\$0.00</u>	<u>\$1,351.97</u>	(\$1,351.97)	\$0.00
	20102 General Operating Supplies	<u>\$0.00</u>	<u>\$696.81</u>	(\$696.81)	\$0.00
	20169 Awards & Prizes - Non-Employee	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00	\$0.00
	20188 Employee Clothing	<u>\$0.00</u>	<u>\$96.00</u>	(\$96.00)	\$0.00
	20190 Testing Group Incentives	<u>\$0.00</u>	<u>\$20.00</u>	(\$20.00)	\$0.00
	20199 Miscellaneous Supplies	<u>\$0.00</u>	<u>\$1,603.48</u>	(\$1,603.48)	\$0.00
	20200 Minor Equipment	<u>\$0.00</u>	<u>\$2,314.99</u>	(\$2,314.99)	\$0.00
	20201 Computer (Noncapitalized)	<u>\$0.00</u>	<u>\$7,485.99</u>	(\$7,485.99)	\$0.00
	22502 Postage	<u>\$0.00</u>	<u>\$13.30</u>	(\$13.30)	\$0.00
	22503 Mailing Service - Incl Postage	<u>\$0.00</u>	<u>\$95.85</u>	(\$95.85)	\$0.00
	24101 Equipment Rentals	<u>\$0.00</u>	<u>\$1,807.50</u>	(\$1,807.50)	\$0.00
	24199 Miscellaneous Rentals	<u>\$0.00</u>	<u>\$13,202.00</u>	(\$13,202.00)	\$0.00
	24535 Broadcast Program Services	<u>\$0.00</u>	<u>\$150.00</u>	(\$150.00)	\$0.00
	24602 Duplicating & Copying Expense	<u>\$0.00</u>	<u>\$5,700.79</u>	(\$5,700.79)	\$0.00
	24606 Printing & Publishing	<u>\$0.00</u>	<u>\$531.29</u>	(\$531.29)	\$0.00
	24608 Graphic Design Service	<u>\$0.00</u>	<u>\$185.00</u>	(\$185.00)	\$0.00
	24612 Advertising-Inst Promo/Pub Relation	<u>\$0.00</u>	<u>\$3,152.25</u>	(\$3,152.25)	\$0.00
	24801 Parking Permit	<u>\$0.00</u>	<u>\$4,200.00</u>	(\$4,200.00)	\$0.00
	24998 Other Fees & Svcs (Tax reportable)	<u>\$0.00</u>	<u>\$600.00</u>	(\$600.00)	\$0.00
	24999 Miscellaneous Fees & Services	<u>\$0.00</u>	<u>\$2,275.00</u>	(\$2,275.00)	\$0.00
	28611 Refreshments-Inter Departmental	<u>\$0.00</u>	<u>\$92.20</u>	(\$92.20)	\$0.00
	28612 Hosting Groups & Guests	<u>\$0.00</u>	<u>\$523.19</u>	(\$523.19)	\$0.00
	28613 Public Relations/Fund Raising	<u>\$0.00</u>	<u>\$23,162.19</u>	(\$23,162.19)	\$0.00
	28711 Bad Debt Expense	<u>\$0.00</u>	<u>(\$681.23)</u>	\$681.23	\$0.00
	28994 Reimb S&S Exp to Employees	<u>\$0.00</u>	<u>\$19.49</u>	(\$19.49)	\$0.00

	29050	In-House Training	\$0.00	\$200.00	(\$200.00)	\$0.00	
	39415	In-St Empl Program Travel	\$0.00	\$43.70	(\$43.70)	\$0.00	
	70000	Indirect Charges	\$8,000.00	\$0.00	\$8,000.00	\$0.00	
	70003	Desig Ops Fnds Adm Costs	\$0.00	\$5,507.38	(\$5,507.38)	\$0.00	
MSA017 Totals:			Income	\$150,000.00	\$212,230.00	(\$62,230.00)	\$0.00
			Expense	\$108,000.00	\$74,349.14	\$33,650.86	\$0.00
			Available from Current Year Operations:				\$137,880.86

Appendix 2.10 MSA017 2014

FY: 2014

Available from Current Year Operations: \$22,364.16

Report Category	Account		Budget	Actual	Unencumbered Balance	Encumbrance
Income			\$150,000.00	\$208,726.00	(\$58,726.00)	\$0.00
	06000	Sales & Services	<u>\$150,000.00</u>	<u>\$0.00</u>	\$150,000.00	\$0.00
	06403	Conference Income	<u>\$0.00</u>	<u>\$205,276.00</u>	(\$205,276.00)	\$0.00
	06495	Sponsorship Income	<u>\$0.00</u>	<u>\$3,000.00</u>	(\$3,000.00)	\$0.00
	06997	Return & Allowance	<u>\$0.00</u>	<u>\$150.00</u>	(\$150.00)	\$0.00
	09381	Conference Internal Sales	<u>\$0.00</u>	<u>\$300.00</u>	(\$300.00)	\$0.00
Service Credits			\$0.00	(\$150.00)	\$150.00	\$0.00
	79381	Conference Reimbursement	<u>\$0.00</u>	<u>(\$150.00)</u>	\$150.00	\$0.00
Salaries - Wages			\$132,513.00	\$55,312.37	\$77,200.63	\$16,880.97
	10101	Staff-Unclassified Salaries	<u>\$44,565.00</u>	<u>\$0.00</u>	\$44,565.00	\$0.00
	10103	Staff-Unclassified Salaries-Non-Fac	<u>\$0.00</u>	<u>\$23,444.43</u>	(\$23,444.43)	\$10,952.61
	10209	Other Unclassified Pay	<u>\$0.00</u>	<u>\$6,958.64</u>	(\$6,958.64)	\$2,531.36
	10211	Unclassified Vacation Pay	<u>\$0.00</u>	<u>\$15.23</u>	(\$15.23)	\$0.00
	10301	Staff-Classified Salaries	<u>\$11,197.00</u>	<u>\$12,611.22</u>	(\$1,414.22)	\$3,397.00
	10400	Classified Pay	<u>\$76,751.00</u>	<u>\$0.00</u>	\$76,751.00	\$0.00
	10410	Temporary Employees Pay	<u>\$0.00</u>	<u>\$5,549.20</u>	(\$5,549.20)	\$0.00
	10411	Vacation Pay	<u>\$0.00</u>	<u>\$457.94</u>	(\$457.94)	\$0.00
	10412	Compensatory Pay	<u>\$0.00</u>	<u>\$17.05</u>	(\$17.05)	\$0.00
	10421	Overtime-Classified	<u>\$0.00</u>	<u>\$11.50</u>	(\$11.50)	\$0.00
	10435	Shift Differential Pay	<u>\$0.00</u>	<u>\$4.12</u>	(\$4.12)	\$0.00
	10501	Student Pay - Regular Pay	<u>\$0.00</u>	<u>\$6,243.04</u>	(\$6,243.04)	\$0.00
OPE			\$60,963.00	\$29,682.38	\$31,280.62	\$11,126.57
	10907	OPE JV Adj Retirement	<u>\$0.00</u>	<u>(\$105.05)</u>	\$105.05	\$0.00
	10960	OPE Unclassified	<u>\$28,388.00</u>	<u>\$0.00</u>	\$28,388.00	\$0.00
	10964	OPE Uncl Health/Life	<u>\$0.00</u>	<u>\$13,992.79</u>	(\$13,992.79)	\$4,662.00
	10967	OPE Uncl Retirement	<u>\$0.00</u>	<u>\$4,190.83</u>	(\$4,190.83)	\$3,041.98
	10968	OPE Uncl Other	<u>\$0.00</u>	<u>\$2,342.86</u>	(\$2,342.86)	\$1,112.49
	10970	OPE Classified	<u>\$32,575.00</u>	<u>\$0.00</u>	\$32,575.00	\$0.00
	10974	OPE Class Health/Life	<u>\$0.00</u>	<u>\$5,040.26</u>	(\$5,040.26)	\$1,260.00
	10977	OPE Class Retirement	<u>\$0.00</u>	<u>\$2,658.97</u>	(\$2,658.97)	\$766.36
	10978	OPE Class Other	<u>\$0.00</u>	<u>\$1,522.81</u>	(\$1,522.81)	\$283.74
	10988	OPE Student Other	<u>\$0.00</u>	<u>\$38.91</u>	(\$38.91)	\$0.00
Other Expenses			\$147,660.00	\$73,509.55	\$74,150.45	\$0.00
	20000	Services & Supplies Expense	<u>\$122,360.00</u>	<u>\$0.00</u>	\$122,360.00	\$0.00
	20101	Office & Administrative Supplies	<u>\$0.00</u>	<u>\$2,997.49</u>	(\$2,997.49)	\$0.00
	20102	General Operating Supplies	<u>\$0.00</u>	<u>\$467.58</u>	(\$467.58)	\$0.00
	20106	Books Publication & Other Ref. Mat.	<u>\$0.00</u>	<u>\$199.00</u>	(\$199.00)	\$0.00
	20168	Awards	<u>\$0.00</u>	<u>\$40.00</u>	(\$40.00)	\$0.00
	20169	Awards & Prizes - Non-Employee	<u>\$0.00</u>	<u>\$200.00</u>	(\$200.00)	\$0.00
	20199	Miscellaneous Supplies	<u>\$0.00</u>	<u>\$905.00</u>	(\$905.00)	\$0.00

	20200	Minor Equipment	<u>\$0.00</u>	<u>\$281.21</u>	(\$281.21)	\$0.00	
	22012	Telecom One-Time Charges	<u>\$0.00</u>	<u>\$987.85</u>	(\$987.85)	\$0.00	
	22502	Postage	<u>\$0.00</u>	<u>\$4.59</u>	(\$4.59)	\$0.00	
	24199	Miscellaneous Rentals	<u>\$0.00</u>	<u>\$12,106.50</u>	(\$12,106.50)	\$0.00	
	24203	Software Lease Costs	<u>\$0.00</u>	<u>\$8,000.00</u>	(\$8,000.00)	\$0.00	
	24561	Background Verification Fees	<u>\$0.00</u>	<u>\$10.00</u>	(\$10.00)	\$0.00	
	24602	Duplicating & Copying Expense	<u>\$0.00</u>	<u>\$3,344.31</u>	(\$3,344.31)	\$0.00	
	24606	Printing & Publishing	<u>\$0.00</u>	<u>\$1,050.05</u>	(\$1,050.05)	\$0.00	
	24608	Graphic Design Service	<u>\$0.00</u>	<u>\$150.00</u>	(\$150.00)	\$0.00	
	24612	Advertising-Inst Promo/Pub Relation	<u>\$0.00</u>	<u>\$1,158.75</u>	(\$1,158.75)	\$0.00	
	24801	Parking Permit	<u>\$0.00</u>	<u>\$5,898.00</u>	(\$5,898.00)	\$0.00	
	24999	Miscellaneous Fees & Services	<u>\$0.00</u>	<u>\$176.50</u>	(\$176.50)	\$0.00	
	28078	BOLI Prevailing Wage Rate Fee	<u>\$0.00</u>	<u>\$250.00</u>	(\$250.00)	\$0.00	
	28611	Refreshments-Inter Departmental	<u>\$0.00</u>	<u>\$178.16</u>	(\$178.16)	\$0.00	
	28612	Hosting Groups & Guests	<u>\$0.00</u>	<u>\$690.09</u>	(\$690.09)	\$0.00	
	28613	Public Relations/Fund Raising	<u>\$0.00</u>	<u>\$23,123.31</u>	(\$23,123.31)	\$0.00	
	28650	Trade Show/Event Fees	<u>\$0.00</u>	<u>(\$450.00)</u>	\$450.00	\$0.00	
	70000	Indirect Charges	<u>\$25,300.00</u>	<u>\$0.00</u>	\$25,300.00	\$0.00	
	70003	Desig Ops Fnds Adm Costs	<u>\$0.00</u>	<u>\$11,741.16</u>	(\$11,741.16)	\$0.00	
MSA017 Totals:			Income	\$150,000.00	\$208,726.00	(\$58,726.00)	\$0.00
			Expense	\$341,136.00	\$158,354.30	\$182,781.70	\$28,007.54
			Available from Current Year Operations:				\$22,364.16

Appendix 3: Analysis of Student Data

Appendix 3.1 Student Attendees by Major at Career Fairs [2 Years of Data]

Major	Number
Mechanical Engineering	608
Computer Science	531
Civil Engineering	470
Chemical Engineering	448
Business Administration	371
Construction Engineering Management	308
Electrical and Computer Engineering	595
Industrial Engineering	284
Marketing	229
Finance	219
Pre-Mechanical Engineering	194
Management	179
Public Health	153
Pre-Elect & Computer Engineer	146
Pre-Computer Science	140
Pre-Business	134
Pre-Civil Engineering	133
Business Information Systems	131
Pre-General Engineering	128
Human Devel and Family Science	126
Manufacturing Engineering	106
Accountancy	102
Nuclear Engineering	90
Psychology	89
Economics	87
Exercise and Sport Science	80
Environmental Engineering	79
Pre-Chemical Engineering	78
General Science	74
Bioengineering	72
Pre-Construction Engr Mgt	70
University Exploratory Studies	69
Liberal Studies	66
Animal Sciences	65
Pre-Industrial Engineering	64
Merchandising Management	62
Biology	57
Speech Communication	57
Chemistry	55
Mathematics	52
Physics	50
Agricultural Sciences	49
Microbiology	48
Food Science and Technology	48
Sociology	45
Agricultural Business Management	43
Pre-Bioengineering	42
Ecological Engineering	40

Forest Engineering	40
Non-Degree Graduate	37
International Studies	37
Political Science	35
Digital Communication Arts	34
Zoology	29
Forest Management	27
English	27
Environmental Science	26
Anthropology	26
Statistics	25
Materials Science	25
Nutrition	25
Pre-Nuclear Engineering	24
Natural Resources - 671	24
History	23
Non-Degree Pre-Engineering	23
Pre-Environmental Engineering	22
Pre-Education	21
Pre-Manufacturing Engineering	20
Biochemistry and Biophysics	19
Radiation Health Physics	19
Spanish	18
Earth Sciences	17
Horticulture	16
Pre-MBA	15
Crop and Soil Science	15
Bioresource Research	14
Pre-Ecological Engineering	14
Renewable Materials	13
Apparel Design	13
Interdisciplinary Studies	13
Fisheries and Wildlife Sciences	12
Geology	12
Geography	11
Forest Recreation Resources	11
Interior Design	11
Pre-Communication	10
Public Policy	10
Water Resources Engineering	9
Wood Science	9
Applied Economics	9
Environmental Econ and Policy	8
Pre-Energy Engineering Mgmt	8
Molecular and Cellular Biology	7
Natural Resources - 643	7
Pre-Athletic Training	7
Botany	6
Art	6
Pre-Radiation Health Physics	5
Sustainable Forest Management	5
College Student Services Admin	5
Non-Degree Science	5
Non-Degree Business	5

Design and Human Environment	4
Construction Engineering Mgt	4
Environment Econ	4
Engineering Physics	4
Pre-Apparel	4
Music	4
Education	4
Applied Anthropology	4
Soil Science	4
Philosophy	4
Applied Visual Arts	4
Pre-Graphic Design	4
Water Resources Science	3
Athletic Training	3
Applied Biotechnology	3
Animal Science	3
Water Resources Policy & Mgt	3
Contemporary Hispanic Studies	3
Graphic Design	3
Agriculture Education	2
Tourism and Outdoor Leadership	2
Entomology	1
Veterinary Medicine - DVM	1
Wildlife Science	1
Rangeland Ecology and Management	1
Forest Operations Management	1
Ethnic Studies	1
Non-Degree Agricultural Sci	1
Creative Writing	1
History of Science	1
Non-Degree Liberal Arts	1
Total	8363

Appendix 3.1 OSU Student Enrolment [Data from 2013]

Fall 2013 Enrollment by Major	
Engineering	6758
Liberal Arts	3835
Science	3537
Business	3465
Public Health & Human Sci.	3356
Ag. Sciences	2507
Forestry	1011
Univ. Expl. Studies	987
Graduate School	783
Earth, Ocean, & Atmos. Sci.	730
Pharmacy	390
Education	324
Veterinary Medicine	242

Appendix 4: Analysis of Employer Data

Appendix 4.1: Employers Seeking Students by Major [2 Years of Data]

Major	Number
Electrical and Computer Engineering	189
Computer Science	184
Mechanical Engineering	141
Computer Science - Grad	114
Civil Engineering	111
Electrical and Computer Engr - Grad	108
Construction Engineering Management	104
Business Administration	78
Industrial Engineering	75
Mechanical Engineering - Grad	65
Chemical Engineering	64
Manufacturing Engineering	56
Software Engineering - Grad	55
Management	54
Civil Engineering - Grad	51
Finance	51
Construction Engineering Mgt - Grad	47
Marketing	46
Business Information Systems	45
Accountancy	37
No Major Required	35
Chemical Engineering - Grad	32
Industrial Engineering - Grad	29
Mathematics	26
Environmental Engineering	26
Business Administration - Grad	25
Graduate School	23
Manufacturing Engineering - Grad	23
Engineering Physics	23
Materials Science - Grad	21
Environmental Science	17
Energy Systems Engineering	17
Chemistry	16
Mathematics - Grad	16
Agricultural Business Management	15
Economics	14
Agricultural Sciences	12
Public Health	12
Biology	11
Ocean & Atmos Sci	11
Food Science and Technology	11
General Science	10
Chemistry - Grad	10

Physics	10
Physics - Grad	10
Human Devel and Family Science	9
Nuclear Engineering	9
Merchandising Management	8
Crop and Soil Science	8
Psychology	7
Bioengineering	7
Nuclear Engineering - Grad	7
Speech Communication	7
Pre-Engineering Program	7
Non-Degree	6
Crop Science - grad	6
Public Health - Grad	6
Microbiology	6
Non-Degree Business	6
Exercise and Sport Science	5
Water Resources Engineering - Grad	5
Earth Science	5
Post Bac Certificate	5
Horticulture	5
Fisheries and Wildlife Sciences	5
Public Policy - Grad	5
Botany	4
Geographic Information Science	4
Pharmacy	4
Agricultural & Resource Econ	4
Ecological Engineering	4
Human Development & Family Studies - Grad	4
International Studies	4
Statistics - Grad	4
Geology	4
History	3
Non-Degree Pre-Engineering	3
Pre-MBA	3
Athletic Training	3
Pre-Business	3
Renewable Materials	3
General Science - Grad	3
Management for Science Profssn	3
General Agriculture	3
Health Education	3
Fisheries Science - grad	3
Apparel Design	3
Non-Degree Graduate	3
Microbiology - Grad	3
Wood Science - Grad	3
Fisheries and Wildlife Admin - grad	3
Intensive English Program	3
Animal Sciences	3
Anthropology	3

Botany and Plant Pathology - grad	3
Radiation Health Physics	3
Nutrition	3
Political Science	3
Forest Engineering	3
Pre-Elect & Computer Engineer	3
Graphic Design	3
Environment Econ	2
Marine Resource Management - Grad	2
Environmental Econ and Policy	2
Pharmacy (Pharm.D. 4-year)	2
Water Resources Science - Grad	2
Design and Human Environment - Grad	2
Toxicology - Grad	2
Sociology	2
Entomology - grad	2
Pre-Communication	2
Soil Science - grad	2
Horticulture - grad	2
Food Science and Technology - grad	2
Geology - Grad	2
Economics - grad	2
Radiation Health Physics - Grad	2
Pre-Computer Science	2
Master of Agriculture - grad	2
Bioresource Engineering - Grad	2
Biological & Ecological Engr - Grad.	2
Non-Degree Science	2
Scientific and Technical Comm - Grad	2
Recreation Resource Management	2
Pre-Construction Engr Mgt	2
Policy & Mgt	2
Business Education	2
Economics - Grad	2
Undecided Major	2
Pre-Civil Engineering	2
Botany and Plant Pathology	2
English	2
Medical Physics - Grad	2
Exercise and Sport Science - Grad	2
Interior Design	2
Applied Physics - Grad	2
Interdisciplinary Studies - Grad	1
Non-Degree Forestry	1
Bioresource Research	1
Wildlife Science	1
Pre-Mechanical Engineering	1
College Student Services Admin - Grad	1
Counseling - Grad	1
Liberal Studies	1
No College Designated	1

Non-Credit	1
University Exploratory Study	1
Non-Degree Professional Engr	1
Nutrition - Grad	1
Forest Management	1
Physical Education	1
Technology Education	1
Forest Operations Management	1
Molecular and Cellular Biology - Grad	1
Earth Sciences	1
Pre-Apparel	1
Pre-Environmental Engineering	1
Undecided Science Major	1
Entomology - Grad	1
Biochemistry and Biophysics	1
Geography	1
Education	1
Pharmacy - Grad	1
University Honors College	1
Forest Ecosystems and Society - Grad	1
Water Resources Policy & Mgt - Grad	1
Pre-Pharmacy	1
Undecided Forestry	1
Environmental Science - Grad	1
Pre-Athletic Training	1
Pharmacy (Doctor of Pharmacy) - Grad	1
Geography - Grad	1
Agricultural & Resource Econom - grad	1
Zoology	1
Operations Research	1
Non-Degree Liberal Arts	1
Natural Resources	1
Non-Degree Health & Human Sci	1
Wildlife Science - grad	1
Biochemistry and Biophysics - Grad	1
Environment Econ Policy & Mgt	1
Study Abroad with English	1
Pre-Forest/Civil Engineering	1

Appendix 4.2: Employers Seeking by Engineering Type [2 Years of Data]

Engineering	
Electrical and Computer Engineering	189
Computer Science	184
Mechanical Engineering	141
Computer Science - Grad	114
Civil Engineering	111
Electrical and Computer Engr - Grad	108
Construction Engineering Management	104
Industrial Engineering	75
Mechanical Engineering - Grad	65
Chemical Engineering	64
Manufacturing Engineering	56
Software Engineering - Grad	55
Civil Engineering - Grad	51
Construction Engineering Mgt - Grad	47
Chemical Engineering - Grad	32
Industrial Engineering - Grad	29
Environmental Engineering	26
Manufacturing Engineering - Grad	23
Engineering Physics	23
Materials Science - Grad	21
Energy Systems Engineering	17
Nuclear Engineering	9
Bioengineering	7
Nuclear Engineering - Grad	7
Pre-Engineering Program	7
Water Resources Engineering - Grad	5
Ecological Engineering	4
Radiation Health Physics	3
Forest Engineering	3
Pre-Elect & Computer Engineer	3
Radiation Health Physics - Grad	2
Pre-Computer Science	2
Pre-Construction Engr Mgt	2
Pre-Civil Engineering	2
Medical Physics - Grad	2
Pre-Mechanical Engineering	1
Pre-Forest/Civil Engineering	1

Appendix 4.3: Employers Seeking by Business Type [2 Years of Data]

Business	
Business Administration	78
Management	54
Finance	51
Marketing	46
Business Information Systems	45
Accountancy	37
Merchandising Management	8
Pre-MBA	3
Pre-Business	3
Business Administration - Grad	25

Appendix 5: Analysis Event Management and Staffing

Appendix 5.1: Event Staffing [Data Based on Staff Input from Fall 13 to Spring 14]

Career Fair Event Staffing Hours		
All tasks that take 0 hours to complete are budgeted into the categories Staffing, Marketing Staffing or Volunteer Staffing. So they are accounted for.		
Administration	2.00	Send email "CF Rep name confirmation/edit" to Emplrs (only empl who registered since first sent) (Add to BJN as time allows)
Administration	10.00	Create budget spreadsheet for each fair
Administration	6.00	Create Chronological Task List for each fair
Administration	0.00	Create sign in form with Company Name, Employee first & last name and Alumni column for manual nametags
Administration	0.00	Take Inventory of and order parking permits from Transit and Parking Services 7-2583 ***Do not stamp until the day of the Fair(s)
Administration	4.00	Inventory CF materials & submit order/repair (inventory sheet details in Fr desk folder/CF) (name badges, ribbons, sand.boards etc
Administration	0.00	Make sure Career Fair and Seminars are included in Quarterly (Winter) Employer Career Services newsletter
Administration	2.00	Purchase employer door prizes at bookstore MSA017 MWIN
Administration	2.00	Purchase Volunteer Door prize at bookstore MSA017 MWIN
Administration	1.00	Schedule CN to be at day one of the fair at 8:30am to trouble shoot any tech issues (7-8787 option 2)
Administration	0.00	Call Printing & Mailing to give them heads up about booklet and how much time they need to print 7-4941
Administration	0.50	Closing Registration for employers to register as Premier, Event Sponsors (anything <i>except</i> standard registration) and to be included in the CF printed booklet. Additional registrations will not be advertised but will be added to the whiteboard AT the fair
Administration	0.50	Finish booth placements for creating all fair materials (tents, folders, name tags, etc.)
Administration	2.00	Update banners w/Spons. (Take banners to Element Graphics ' katy@element-graphics.com ') 541.752.0033 Logo=eps or 250-300 dpi. Run report or see Mike for most current CF sponsor list
Administration	1.00	Run report of company names for Premier poster printing AFTER 12:00 PM (No earlier than 9 days before the fair). Run report or see Mike for most current list of Premier employers.
Administration	1.00	Review / Edit booklets, then send to P & M
Administration	0.00	Set Career Services staffing schedule for the office during Career Fairs and day after
Administration	2.00	Talk/Meet with CH2M Hill Alum Cntr Rep to finalize booths, electricity, banners, table placement, okay to bring stuff day before, etc.

Administration	0.00	Send CS staff the Office OCR staffing schedule, reminder about nametags & clean offices (if applicable) other last min. details
Administration	2.00	Create Student map/booklets, Include: Green co's, positions hiring, emp's interviewing following day & premiers ***Mike AND Lindsey MUST REVIEW PRIOR TO SENDING TO PRINT; make two copies of list for employer name tag station at the fair
Administration	1.00	Begin making table tents for companies added after P&M report sent (do as they come in)
Administration	2.00	Begin making Employer nametags added after rep report sent to P&M, (Do as they come in) (Add to BJN as time allows)
Administration	1.00	Create Parking Pass Check list for each day
Administration	1.00	Remove registration link from website
Administration	2.00	Create Final table tents for companies added after P&M report sent
Administration	2.00	Create/print Final Employer nametags added after rep report sent to P&M, with co name and rep name (from NACELink)
Administration	0.50	Create Alpha List for Employer Escorts
Administration	2.00	Make sure welcome letters, name badges, table tents, etc. are finished and ready to go in folders - check for accuracy
Administration	1.00	Set aside business cards, OCR schedule, info about next career fair, name tag
Administration	0.00	Finalize/Print Day of Fairs volunteer/staffing schedule
Administration	0.50	Complete patches/updates on laptops
Administration	0.50	Check printers
Administration	0.00	Ensure Orange Circle Tablecloths are on appropriate tables
Administration	0.00	Make sure welcome letter & promotion coupons (for students, given out by employers) are printed & on booths
Administration	0.00	Alert Staff that we're notifying employers (OC & Event sponsors, premiers first, then all other) to register for the Winter Career Fairs
Administration	3.00	Receive table tents & name badges from P&M; attach green sticker, inserting name badges into holders, placing ribbons etc
Administration: During Event	0.50	Ensure nametag template is loaded (single and multiple per page), accessible, and working on laptops
Administration: During Event	0.00	Set up recycling bins throughout alumni center
Administration: During Event	0.00	Ensure student maps have been delivered for volunteers to hand out when students enter the fair
Administration: During Event	0.00	Make copies and distribute Wi-Fi login info (provided by Alumni Center) on every employer booth and extras at employer check in table

Administration: During Event	1.00	Give copy of interview rooms/schedules to employer services staff?
Administration: During Event	0.00	Set up white board to announce employer door prize winners at employer check in
Administration: During Event	0.00	Every hour starting at 1, draw and award door prizes, update white board
Administration: During Event	0.00	Hand out (at the fair) Interview schedules and parking passes (2 max) for OCR the following day(s)
Administration: During Event	0.00	Deliver freight to company booths (that's been shipped) in a.m.
Administration: During Event	0.00	Set out & change out table tents, name badges, etc. in a.m.
Administration: Follow Up	6.00	Pack up materials for career fair (use career fair materials list) & take to CH2M Hill
Administration: Follow Up	1.00	Retrieve Sponsor banners from CH2M Hill Alumni Center
Administration: Follow Up	1.00	Retrieve "Career Fair Today" banner from MU
Administration: Follow Up	1.00	Take off Career Fair block on website and other fall career fair info
Administration: Follow Up	1.00	Replace BJN Home Page Announcement with next Fair's information
Administration: Follow Up	1.00	Send thank you emails to all volunteers and staff
Administration: Follow Up	1.00	Send Thank you emails to employers in BJN
Administration: Follow Up	2.00	Barometer Thank you article sent (Addressed to volunteers)
Administration: Follow Up	3.00	Student door prizes: draw, inform, arrange pick up, and put note about sending a t-you to the employer donating the prize
Administration: Follow Up	2.00	Volunteer Door Prize: Draw (look at excel spreadsheet of volunteers from Jessica Haywood), inform, and arrange pick up
Administration: Follow Up	2.00	Record No-shows in BJN (see Mike's instructions)
Administration: Follow Up	4.00	Clean all sandwich board signs and put away
Administration: Follow Up	1.00	Send out Engineering Final #'s to COE contacts
Administration: Follow Up	1.00	Send out U-Wide Final #'s to University contacts (excluding Engineering)
Administration: Follow Up	2.00	Deliver Assessment Instructions on reporting Success of Career Fair (Jessica attend CA meeting)
Administration: Follow Up	1.00	Send first notice that payment is due (2 weeks after fair)
Administration: Follow Up	0.00	Final budget wrap up/analysis - with all invoices

Administration: Follow Up	1.00	Send second/final notice that after one week a \$50 fee will be processed
Administration: Follow Up	1.00	Monitor door prize donations from employers
Administration: Follow Up	0.00	Collecting Fees
Administration: Follow Up	0.00	Final Registration review and approval
Administration: Follow Up	0.00	Complete any final billing/invoice issues
Administration: Follow Up	1.00	Update Facebook with employer door prize donations
Administration: Volunteers	0.00	Coordinate/Call for Volunteers (C.S. Staff, OSURA, Student Life, Stuaff, etc.)
Administration: Volunteers	0.00	Put opportunity to volunteer at CF on website (include info about winning a prize) JH to provide content to JE
Administration: Volunteers	0.00	Begin making VOLUNTEER name tags from list on the S drive S/Career/CareerFairs/VolunteerInfo/VolunteerThankYou/VolDataAllFairs
Administration: Volunteers	0.00	Create Final Volunteer Name Badges
Beaver Job Net	3.00	Creating Fairs in Symplicity for the year
Beaver Job Net	3.00	Create event reports for each fair
Beaver Job Net	1.00	Opening Registration for all fairs
Catering	1.00	Contact Catering to begin menu selection process Mary Bentley Valley Catering 541.745.7455 Mary@ValleyCateringOregon.com
Catering	2.00	Finalize Menu \$9 per plate(Mary@ValleyCateringOregon.com)
Catering	1.00	Get contract through PaCS (Debora Lauer), get Mary at Valley Catering to sign, and return signed copy to PaCS
Catering	1.00	Provide estimate of #s to Valley Catering Mary@ValleyCateringOregon.com Include cookies for OCR in CS
Catering	1.00	Provide final #'s to Valley Catering (# Reps attending, plus 50 staff&vols ea day, + 10 buffer ea day.) 1 week prior
Emails	3.00	Update all career fair emails
Emails	1.00	Send email "#1-W" to Premiers & Sponsors inviting them to register for the Career Fair FIRST
Emails	1.00	Send email "#1-W" to <i>all</i> employers (exclude Premiers, Sponsors and Emp's already registered) inviting them to register for Fair
Emails	1.00	Send e-mail labeled "#2W – Second invitation ONLY for 2013 Fall Fair at OSU" (exclude employers ALREADY registered for Fairs)
Emails	1.00	Email Employers to determine willingness to donate door prizes (for students)

Emails	1.00	Send e-mail labeled "#3W – FINAL invitation/reminder ONLY for 2013 Spring Fair at OSU" (exclude empls ALREADY registered) ***Make sure this is not sent at the same time the Winter Employer Newsletter is sent out
Emails	1.00	Send email "CF Rep name confirmation / edit" to all employers to confirm/edit/add on google form. MUST BE ENTERED IN BJN
Emails	1.00	Send E-mail labeled, "#4W - Employer information about CF next week" Info Packet w/pkng info, sched, etc. to reps attending
Emails	10.00	Send strategic e-mail to students by major, inviting them to the career fair
Marketing: Cocoa	22.00	Host student activity in the Quad from 11-3, hand out small buss cards promoting CF & workshops
Marketing: Cocoa	1.00	Order/Purchase cocoa event supplies: cups, straws, cocoa, hot water, etc. (See Mike M for how/where to purchase)
Marketing	0.00	Create table tents report for P&M & send to digital.printing@oregonstate.edu w/co name & table # (incl positions hiring) ***Notify we need them delivered in ORDER
Marketing	1.00	Create rep names report for name badges & send to digital.printing@oregonstate.edu (req both by 5 days before fair) ***Notify we need them delivered in ORDER
Marketing	2.00	Organize & start Countdown to Career Fair for lobby area
Marketing	1.00	Take "Career Fair Today" banner to MU and retrieve "Career Fair Next Week" banner (to be displayed Wed & Thru)
Marketing	1.00	Put event on Facebook (one for each Career Fair and one for each Career Seminar)
Marketing	0.00	Add Career Fair and Seminar info to all outreach PPT presentations (mail PPT to all staff) (don't do)
Marketing	0.00	Make sure Career Fair and Seminars are included in Monthly Faculty/Staff Career Services newsletter
Marketing	0.00	Start Career Fair Tip of the Day on Facebook - runs each day until day of All Majors fair - access videos through YouTube channel (Don't do)
Marketing	0.00	Submit to Barometer Calendar (kami.hammerschmith@oregonstate.edu)
Marketing	0.00	Put monitor slide up at CS entrance
Marketing	1.00	Email all professors PPT slide (for CF & seminars)/CF video if requested - send this email to faculty, liaisons, and stuaff
Marketing	0.00	Submit to SA Communications Group blurb for FB, Twitter, and full information - colleen.schlonga@oregonstate.edu
Marketing	0.00	Posters to fac mailboxes - Email vickie.nunnemaker@oregonstate.edu for list, incl 8.5x11 flyer so she can send to P&M (check w/LR first)
Marketing	1.00	Submit blurb to Beaver Careers Group on LinkedIn
Marketing	1.00	Submit blurb for UHDS newsletter - nancy.raskauskas@oregonstate.edu
Marketing	1.00	Submit TV Axis slide to Dixon (611x769), jpg - wendy.little@oregonstate.edu

Marketing	2.00	Submit Radio and TV ad to KBVR - form at station, fill out and turn in
Marketing	1.00	Send CF information (30 words or less) to Student Orgs: http://oregonstate.edu/seac/sos/digest
Marketing	0.00	Print small business cards promoting Facebook Contest to handout at cocoa in the quad
Marketing	12.00	Distribute posters around campus (see locations list in S-Drive: Career Fairs - Marketing - Poster Distribution)
Marketing	1.00	Send General invitation email to all students for the Career Fair (include blurb about the Facebook contest & seminars)
Marketing	1.00	Submit Barometer Ads (E-mail ad(s) to Kami) kami.hammerschmith@oregonstate.edu
Marketing	1.00	Submit TV Axis slide to MU - kent.sumner@oregonstate.edu (11x8.5 jpeg)
Marketing	2.00	Decorate bulletin boards in MU - seminars and career fair
Marketing	2.00	Submit Press Release - Barometer (news@dailybarometer.com)
Marketing	2.00	Submit Press Release -Gazette Times, Oregonian (mark.floyd@oregonstate.edu)
Marketing	2.00	Submit insert for Barometer
Marketing	1.00	Submit 3 ("Next week, Tomorrow and Today") Career Fair blurbs to OSU Today (osutoday@oregonstate.edu) to be included everyday one week prior to the fair(s) and the day(s) of the fair(s)
Marketing	4.00	Send email to faculty, stuaff, and liaisons final invite - include poster and ppt slide
Marketing	4.00	Print event sponsor poster for both career fairs (24x36) - Printing and Mailing put on foam board ***Mike and/or Lindsey MUST REVIEW PRIOR TO SENDING TO PRINT; print 2 copys of list for name tag station
Marketing	1.00	Send premier posters (one for each fair) to P&M (11x17) - have them put on foam board. ***Mike and/or Lindsey MUST REVIEW PRIOR TO SENDING TO PRINT; print 2 copies of list for employer name tag station
Marketing		Career Fair TOMORROW ad in Barometer due - (kami.hammerschmith@oregonstate.edu)
Marketing	1.00	Take "Career Fair Next Week" banner to MU Business Office
Marketing	2.00	Ensure sandwich boards get put out on campus
Marketing	4.00	Ensure sandwich boards get swapped out (Today vs. Tom, etc.)
Marketing: External	1.00	Submit monitor slide to Intercultural Student Services (ISS) - maleah.harris@oregonstate.edu (1920x1080)
Marketing: External	1.00	Submit monitor slide to DAS (1920x1080) - brianna.mcnall@oregonstate.edu
Marketing: External	1.00	Submit BMC bumper ad through UHDS BY 12:00 (runs:) - http://oregonstate.edu/uhs/bmc-advertising (1280x720)

Marketing: External	1.00	Distribute marketing materials for Residence Halls (must submit to UHDS)
Marketing: Printing	1.00	Receive career fair order & stock/organize CS bins
Marketing: Printing	0.00	Print CF posters (11x17) - submit order through Printing & Mailing
Marketing: Printing	0.00	Print CF posters (8.5x11) - submit through Printing & Mailing
Marketing: Printing	0.00	Print CF business cards - submit order through Printing & Mailing NEW: include career development seminars on backside
Marketing: Printing	0.00	Print Easel size poster - (24x36) - Printing & Mailing and have them put on foam board
Marketing: Printing	0.00	Print CF table inserts (for MU etc.) - submit order through Printing & Mailing
Meetings	30.00	Begin sharing Master Timeline and Checklist in weekly Staff meeting, discuss expectations and deadlines
Meetings	14.00	Meet with Career Assistants to plan for upcoming fair, timelines, roles/responsibilities, marketing, etc.
Meetings	2.00	Status meeting with GA's & CA's on status of distributing marketing materials & Quad event
Reservations	2.00	Reserve Alumni Center 3-4 years out for fairs (currently booked through spring 2015) (Emily Lafon 7-7869)
Reservations	1.00	Reserve recycling bins for all 5 fairs for the year (6 office size green recycle baskets)
Reservations	0.50	Reserve block of rooms at Hilton (541-752-5000) for the year
Reservations	2.00	Reserve MU sandwich board quad space (QB) for fall, winter, spring (contact Pam Hansen, 7-2650) for the year
Reservations	2.00	Contact Dawn Snyder (UHDS) w/dates for sand. board OK in quads at McNary, Marketplace West, Weatherford, Arnold for the year
Reservations	2.00	Contact Kerrie Cook (Library) with dates for sandwich board request in quad for the year
Reservations	0.50	Reserve Quad for cocoa event
Reservations	5.00	Reserve MU TV axis slide, easel, bulletin board, and table inserts (http://mu.oregonstate.edu/reservations/)
Reservations	0.50	Reserve Dixon Rec TV Axis display (wendy.little@oregonstate.edu) - reserve for one week before fair
Reservations	0.50	Reserve table inserts and posters in dining halls (https://uhds.oregonstate.edu/myuhds/form/mf/promotions)
Reservations	0.50	Make MU reservations for banner on exterior of building
Website	2.00	Add link for employers to register and students to see employer list to the website for each fair
Website	2.00	Put Career Fair info on Student and faculty homepage and BJN announcement

Website	2.00	Put Career Fair info on Employer homepage (include graphic) in BJN
Website	2.00	Put up Career Fair Countdown on website
Staffing	192.00	Career Service Staff at Event to Run on Day of
Marketing Staffing	160.00	Graphic designer
Volunteer Staffing	50.00	Coordinating Volunteers
Billing and Collection	200.00	Collecting and billing for all participants
TOTAL	872.50	

Appendix 8: Plan for Further Development

Appendix 8.1: Oregon Employment by industry [March 2014]

March 2014	
Total nonfarm employment	1708900
Total private	1417600
Mining and logging	7800
Construction	80200
Manufacturing	177800
Durable goods	125300
Nondurable goods	52500
Trade, transportation, and utilities	323200
Wholesale Trade	72500
Retail trade	195700
Transportation, warehousing, and utilities	55000
Financial activities	92000
Real estate and rental and leasing	36600
Professional and business services	215200
Professional and technical services	82300
Management of companies and enterprises	39100
Administrative and waste services	93800
Educational and health services	247700
Educational services	36800
Health care and social assistance	210900
Leisure and hospitality	181100
Arts, entertainment, and recreation	23000
Accommodation and food services	158100
Other services	60000
Government	291300
Federal government	27500
State government	82600
Local government	181200
Total	6275700

Source: Oregon Employment Department