

# S&A Annual Financial Report Questionnaire – SK482000005

FY19 report prepared by Dr. Lauren Hibbs, Executive Director for Extended Learning

- 1. Please provide an explanation of how the program plans to spend the budget in each line item of the Annual Financial Report. Items that are vague, such as "contract services" should be clearly explained. Please include an explanation of increases or decreases from the previous year's expenses.**

A detailed explanation of speed key 482000005 is provided below.

Wages and Benefits: Student ambassadors across all locations, n=\$46,000

5275 Goods: \$0

5300 Services: \$0

5325 Supplies: \$37 for award celebrations

5350 Utilities: \$0

5425 Repairs/Maintenance: \$0

5500 Program: \$8,000, for student planners and eastside award celebrations

5550 Travel: \$140 for travel attendance at award celebrations

5570 Equipment/Software: \$0

5650 Transfer in: Includes carry over \$19,000 from FY18

- 2. What was your fund balance at the end of the year? If positive or negative, please provide a detail explanation.**

End of year fund balance includes \$28,282. Positive funds are attributed to unfilled student ambassador position for three eastside campuses (Yakima, Moses Lake, Wenatchee). Unfilled student positions were a result of new University Center leaders' onboarding and development process.

- 3. Have alternative (non-S&A Fee) funding sources been pursued to the fullest possible extent? If yes, please elaborate. Please list all funding received for this program and the source(s) of the funding.**

No. These funds have been prioritized for student employees' salaries and student leader recognitions.

- 4. Are there any long-term obligations or contracts associated with this funding request?**

No long term obligations or contracts are associated with this budget.

- 5. Does your program provide employment opportunities for students? Please explain the nature of student employment within your unit, including total FTE and number of students employed.**

This budget supports the employment of multiple student employees across University Centers. University Center student workers provide outstanding student and academic life at their home

center/campus. Student Ambassador leaders develop outreach and campus engagement activities centered around three areas (diversity, community outreach, campus connections); promote student involvement; participate and facilitate a team approach with coworkers; complete necessary administrative tasks; and provide appropriate customer service to students, faculty, and staff.

**6. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics as applicable.**

The student ambassador program is an active engagement and student support/mentorship program, with an emphasis on retention of first generation students. Approximately 1450 on-ground students and online students utilize our services as well as prospective wildcats that intend to attend one of our six centers. These funds support students at multiple campuses taking course in multiple modalities. Statistics are obtained through our enrollment reports and quarterly reports breaking down areas of student demographics.

**7. How do you assess the effectiveness of the services and activities you provide to students? Is student input collected and used in this process?**

Students design the skills and outcomes they hope to achieve in their roles. This is guided by an interactive training process. Planning meetings and debriefing after the conclusion of events are performed.

**8. Does your program have an advisory committee? If so, in what capacity is it involved in your budgeting process?**

No. Student ambassadors are mentored and coached by Regional Directors at each University Center.

**9. What would be the impact to students if this program's funding were increased by 15-20%?**

Student employee positions would be reduced or eliminated at University Center locations.

**10. What are your program goals or learning/operational objectives? How are you assessing the effectiveness of your program in achieving those targets**

On a quarterly basis we look at our team strengths, goals, and budget and prioritize time and funding. Goals center around student leadership and student professional development related to program and/or major objectives. Student activity program goals include:

Increase extracurricular and co-curricular program offerings across University Centers.

- Partner with host community college personnel
- Collaborate with Ellensburg Student Life staff

- Collaborate and seek ideas from faculty academic department to host student professional development events
- Collaborate with Regional/Site Directors
- Collaborate with student services departments

Create an inclusive environment that promotes diversity and increases retention rates of underrepresented groups

- Host events that promote diversity initiatives