

## Services & Activities Fee Annual Program Review

Program Name: SFFM  
Program Manager: Lacy Lampkins  
Fiscal Year: FY2022

1. In what ways does your program support CWU students? Please be specific, yet concise.

This position supports CWU students by providing accurate fiscal information to the S&A funds which include Student Union and Recreation fees along with the S&A fee. It also assists the S&A Committee as an advisor. This position supports budget development, financial forecasting and application of budget policies for all students and S&A funded areas. This position also oversees the SURC Accounting office.

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

The goal of this position is to ensure that all the support units under the S&A areas have financial assistance. Items include: Budget preparation, accounting, auditing and application of financial procedures.

Each year the S&A Committee completes a self-evaluation to be able to provide feedback to this position on if there are any ideas that need to be adjusted or offered. We also have the ability to have feedback from the public comment portion during our public meetings and also members from ASCWU and CWU Administration. Other assessments are done through SURC Accounting that could also apply to this position as well.

3. What is the overall purpose of your program and what service(s) does your program provide?
  - a. Are there overlaps or intersections with other university programs who have a similar purpose or service?

There are currently no overlaps at the university as this position is specifically dedicated to only support S&A areas.

4. How does your program align with the purpose of S&A funding? *“Supporting cocurricular and extracurricular activities and programs participated in by students in the furtherance of their education.”*

This department aligns with the purpose of S&A funding because the role of the SFFM is to advise the S&A Committee along with other S&A funded departments. It also helps assist SURC Accounting in its role and service to students.

5. How does your program support CWU’s mission and goals? (<https://www.cwu.edu/mission/>)

Our service supports the CWU mission by offering assistance to our customers to ensure “effective stewardship” of student funds. This would primarily be the S&A, SUB and REC fees that are collected from students. Our services support opportunities for students to be engaged in co-curricular and extra-curricular programs and activities that enhance the learning environment and creative expression, as well as, encourage and support diversity and inclusion.

6. Please provide detailed information regarding who utilizes your program? (*Students, faculty, staff, community? Specific demographic information? Class standing, gender, ethnicity, transfer, campus location, etc.*)

The services that are provided are utilized by the S&A committee which is made up of students, faculty and staff. Other areas of support include staff in S&A funded units and individuals who also utilize SURC Accounting.

7. How many unique CWU students utilize your program or services?
- How do you gather these metrics?
  - If you do not, what is preventing you from getting that data and how are you determining usage by CWU students?

We do not currently collect that data

8. Are there any current vacant positions in your program?

No

9. Given the budget reductions taking place and continuing for the remainder of the funding cycle, please tell us what specific impacts those reductions have had on your program compared to what was originally planned and including in your initial base funding request.

We currently don't have any directive for budget reductions at our department level since these are handle at the VP level. If we do receive any reductions it will likely impact our staffing model and any goods & services that are for in person meetings.

10. Are there any circumstances or challenges that are currently impacting your ability to use your base funding allocation this year?

Mostly we have used all of our funding except for the savings we have for conducting online/zoom meetings. We were funding to have meeting room costs along with professional pictures and both of those expenses haven't been needed this year.

11. What growth or increases would you like to see in your program in the future?

At this point there isn't a lot of increases or growth opportunities for our office when it comes to financial needs.