

# S&A Funding Request Documentation (FY19 Supplemental & FY20 General Requests)

The EWU Student Activity Fee (S&A Fee) supports student-centered activities, services, facilities, and recreation to improve student life. To apply for funding derived from the EWU Student Activity Fee, EWU departments/units/program and Clubs & Organizations (C&Os) are required to submit a budget on EagleSync (see step-by-step directions provided separately) that outlines salaries/wages, benefits, and/or direct expense funds being requested. As part of developing a budget request, you will be asked to upload supporting documentation (this form). Please make sure that you fully complete this form, save it as a PDF at the end, and then upload it as part of the budget you submit.

You will submit this form after you PDF it and save a copy. Once you have completed this step, navigate to your EagleSync Portal, select TREASURY, select MANAGE BUDGETS, select CREATE NEW BUDGET, select the budget that matches the request you would like to make. It is critical that you select the correct budget form. Your options will be:

FY2020 (July 2019-June 2020)

FY2019 Supplemental Budget Request (January 2019 to June 2019)

FY2019 (July 2018 to June 2019) \*Do not select FY2019 (July 2018 to June 2019). We have already awarded all funding for this budget period.

Projected Timeline for FY20 (July 2019-June 2020) S&A Funding for EWU Departments/Programs/Units:

FY20 Budget Request Submission Deadline: Wednesday, January 9th, 2019 at 5pm

FY20 Budget Review Meetings and Presentation Dates for EWU S&A

November 30th - 11:30am 1pm | General Introductions and Process for FY19  
January 18th – 10:30am-1pm | Training  
January 25th – 10:30am – 1pm | Supplemental Requests & Fee Increase Proposal  
February 1st – 10:30am- 1pm | Finalize Supplemental & Initial Review of FY20 Requests  
February 8th – 10:30am – 1pm | Initial Review of FY20 Requests  
February 15th – 10:30am – 1pm | Scheduled Budget Presentations  
February 22nd – 10:30am – 1pm | Scheduled Budget Presentations  
March 1st – 10:30am – 1pm | Scheduled Budget Presentations  
March 8th – 10:30am – 1pm | Recommendations  
April 5th – 10:30am-1pm | Recommendations  
April 12th – 10:30am-1pm | Finalize Recommendations

Please note that not all departments/programs/units will be asked to present. Presenting to the committee will be based on the S&A Fee Committee's need to gather more information to make an informed funding decision.

FY20 Funding Proposal Due to BOT: May 11th, 2019

FY20 Funding Award Letters Sent: June 2019

Projected Timeline for FY19 (January 2019- June 2019) S&A SUPPLEMENTAL Funding for EWU Departments/Programs/Units:

LAST DATE TO SUBMIT: Wednesday, January 9th, 2019 at 5pm \*The committee will grant extensions for supplemental requests to be submitted through March. To submit a request after the deadline, please e-mail Alicia Decker at asewufinancevp@ewu.edu. The committee will review your request to submit and be in touch.

FY19 Presentation Dates for EWU S&A SUPPLEMENTAL

November 30th - 11:30am 1pm | General Introductions and Process for FY19  
January 18th – 10:30am-1pm | Training  
January 25th – 10:30am – 1pm | Supplemental Requests & Fee Increase Proposal  
February 1st – 10:30am- 1pm | Finalize Supplemental & Initial Review of FY20 Requests  
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March 8th – 10:30am – 1pm | Recommendations  
April 5th – 10:30am-1pm | Recommendations  
April 12th – 10:30am-1pm | Finalize Recommendations  
ADDITIONAL DATES TBD

Please note that not all departments/programs/units requesting supplemental funds will be asked to present. Presenting to the committee will be based on the S&A Fee Committee's need to gather more information to make an informed funding decision.

FY19 Supplemental Fund Decisions will be made and departments/units/programs notified within three (3) weeks of submitting a Supplemental Fund Request.

Projected Timeline for FY2020 (July 2019 - June 2020) S&A Funding for EWU Clubs & Organizations (C&Os):

LAST DATE TO SUBMIT: Wednesday, April 10th, 2019 at 5pm

FY20 Budget Review Meetings and Presentation Dates for C&Os: BY APPOINTMENT WITH ASEWU FINANCE COMMITTEE

FY20 Funding Award Letters Sent: As Awarded

Status: Pending

**Submitted By**

Michael Campitelli  
mcampitelli@ewu.edu  
Jan 08, 2019, 03:36PM PST

## S&A Basic Request Information

**Contact Information [Required]**

Please fully complete your contact information.

First name: Michael  
Middle initial:  
Last name: Campitelli  
Email address: [mcampitelli@ewu.edu](mailto:mcampitelli@ewu.edu)  
Phone number: 359-4836  
Address: URC 201  
City: Cheney  
State: WA  
ZIP: 99004

**S&A Funding Guidelines [Required]**     I have reviewed, understand, and agree to follow the above.

General Guidelines for Requesting & Spending Funds Awarded:

S&A Fees are collected from students for the express purpose of funding non-academic student activities and programs.

Purchases supported by fees must conform to the organization's approved objectives and expenditure plan submitted to the 2018-19 S&A Fee Committee. If you plan to adjust your approved expenditure plan, it is required that you notify and request the ability to spend differently from the 2019-20 request and the funds awarded to you based on this request, you will need to come back to the S&A Fee Committee to request permission to re-allocate the funds you were awarded.

The S&A Fee Committee considers how the last allocation was managed and spent. A well-documented history of prudent expenditures improves the organization's chances for continued funding.

Expenditures should clearly promote and conform to the University's mission and goals.

All purchases should be reasonable and prudent.

Purchases may not directly or indirectly result in personal material benefit.

An organization is to discuss all purchases with their designated expenditure or budget authority prior to purchasing items or services. Individuals with budget authority can outline what is allowable and appropriate or indicate a University office for resolution of questions.

S&A Fees are considered public monies of the State of Washington. Each purchase from an organization's account must be allowable, authorized, recorded, and appropriately used.

Individual students may not unilaterally make purchases.

Individuals may not make purchases with personal money and seek reimbursement without prior approval.

All University paperwork must be complete and signed by the expenditure authority before purchases occur.

Contract that require an expenditure of S&A fee monies must be processed through EWU Procurement and Contracts.

The organization must not commingle S&A Fee Monies with other types of funds.

The organization must not overspend S&A fee accounts. The organization must carefully monitor expenditures and allocations.

### FY19 and FY20 EWU S&A Budget Planning Guidelines [Required]

As you plan and deliver your budget plans for FY20 and FY21, please use these assumptions and considerations. Please contact Budget Services OR Samantha Armstrong Ash (509.359.7852 or sarmstrong@ewu.edu) via phone or email with any questions during this process.

#### Expenditures Assumptions

- Classified base wage increase FY20 3%
- Public Service Employees (PSE-Exempt) base wage increase estimated July 1, 2019 for FY20 is 1%
- Faculty general salary adjustment FY20 is 4%
- Exempt base wage increase on July 1st of each year estimated for FY20 at 3%
- Benefit increase is planned for FY20 at 2%
- Direct Expense increase FY20 is 2%

#### Historical Analysis

Judy Miller in Student Accounting will be providing you a breakdown of what you have spent in YTD in each budget category. Additionally, she is happy to work with you to review your spending trends from years past.

Consider the accuracy of your budget and changes experienced/planned for your unit.

Be sure to take into account any cyclic expenditure patterns unique to your index such as quarterly expenditure patterns, or cyclic employee costs.

Classified positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE. The department is responsible for funding step increases AND general salary adjustments.

PSE exempt positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE

Exempt positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE.

Benefit increases – Increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE

#### Index 3

Anticipated position and benefit increased based on the expenditure assumptions should be reflected as an increase to the direct expense budget. Do not change the total in the individual positions.

#### Other Considerations

Consider possible changes for future years (FY2020 and FY2021):

- Revenue changes based on quantity (enrollment) and/or price
- Salary Increases
- Benefit Increases
- Promotions
- Retirements
- Vacancies
- Change in total number of positions
- Recruitment costs
- Reclassification of positions
- Pool positions for temporary faculty or graduate service appointment funding changes
- Minimum wage increases to \$12.00 1/1/19 and \$13.50 in 1/1/20
- Direct expense budget changes (i.e. supply costs increasing or equipment replacement)

The Budget Services team is available for any assistance in the budget planning process.  
Thank you for your contribution to a collaborative budget process.

I have reviewed, understand, and agree to follow the above information in planning my budgets.

Please select what best represents your request: [Required]

To ensure that you are completing the right process, please select from the drop-down menu below.

EWU Department/Program/Unit S&A Funding Request for FY2020 (July 2019-June 2020)

What department/program/club/organization are you requesting for? [Required]

Campus Recreation Vehicle Operations

Simple title/name of your department/program/club/organization.

## EWU Department/Program/Unit S&A Funding Request for FY2019 (July 2018-June 2019)

Please provide a brief summary of your department/program/unit and why you are applying for S&A funds. [Required]

This section should be <200 words.

Campus Recreation is comprised of three distinct programs: Intramural Sports (I.M.), the Club Sport Federation (CSF) and EPIC Adventures (EPIC). CRec programs serve over 3,000 EWU students annually, with multiple students participating in more than one activity. The fleet of vehicles was purchased via S&A funding and for the purpose of transporting EWU students in a safe and professional manner. This request is to provide basic maintenance such as:

- o Oil and tire changes
- o Winterizing vehicles
- o Annual vehicle tune-ups and minor repairs
- o Fleet vehicle insurance

Currently, CRec maintains a fleet of vehicles as listed:  
EPIC

- Ford 14-passenger shuttle buses (2)
- Chevrolet Suburban
- Ford Excursion
- Tow behind enclosed trailers (2)

I.M./CSF

- Ford 23-passenger shuttle buses (2)
- Van Hool 47-passenger coach bus

Utility Vehicles

- Gator ATV
- EZ-Go Electric Golf Cart (2)

Did your department/program/unit receive S&A Funding last year? [Required]  Yes  No

If you answered yes to the previous question, please submit the total received in S&A Funding:  No answer submitted.

Please enter a number (without any characters) that represents the total funding received for FY2019 (July 2018-June 2019)

What is the total amount of support received annually beyond S&A Fees - on average? Please outline any support you receive beyond S&A Fees. [Required]

Please highlight funding you receive from Generated Revenue (Ledger 2), State Support (Ledger 1), Sponsorship, Fundraising, etc.

Vehicles used in performance of EPIC trips and activities do not result in direct charges to the user, but are built into the cost of each trip. Major repairs would continue to come from their Revenue Index or from Direct Expense.

Remaining vehicles have been charging the fees for basic maintenance to various accounts such as the I.M. Budget and Shuttle Bus Revenue Account. The 23-passenger buses and the 47-passenger coach all include user fees with those funds going into the Revenue Account to pay for major repairs and drivers. In the last FY, major repairs amounted to more than \$10,000. Funding from this request would allow us to continue keeping the CRec fleet in safe running condition to maintain these university owned vehicles without going into funds that were meant for other uses.

Please describe how your department/program/unit has worked to pursue alternate funding sources (non-S&A fee): [Required]

If you earn revenue, please clarify how much of the revenue you earn is from students.

User groups currently pay a vehicle fee for each user day. That fee ranges from \$100-\$300, depending on the vehicle and the user group. Following S&A Guidelines, the vehicles are only used to transport EWU groups and are not used for off-campus use except in rare situations where campus partners will ask for approval to use the vehicles. The funds generated by these daily rental fees are held for unscheduled repairs and vehicle improvements.

Briefly explain how your department/program/unit plans to spend any funding awarded. It is important to note any increases or decreases for FY20 and the reason for these. [Required]

All funding allocated will be spent as requested, for basic maintenance on the fleet and insurance on all vehicles. As this is a new request, the amount allocated would be a total increase. Should funding be awarded, it would be spent on the items listed in Q#2. Basic maintenance and insurance will be the primary use of the funds

If you are requesting money for salary/wages/benefits, how many FACULTY do you expect to support with the allocation you are requesting?

Please enter the number of faculty. If "zero", type "0."

0

If you are requesting money for salary/wages/benefits, how many ADMINISTRATIVE STAFF do you expect to support with the allocation you are requesting?

Please enter the number of administrative staff. If "zero", type "0."

0

If you are requesting money for salary/wages/benefits, how many CLASSIFIED STAFF do you expect to support with the allocation you are requesting?

Please enter the number of classified staff. If "zero", type "0."

0

If you are requesting money for salary/wages/benefits, how many UNDERGRADUATE STUDENT STAFF do you expect to support with the allocation you are requesting?

Please enter the number of undergraduate student staff. If "zero", type "0."

0

If you are requesting money for salary/wages/benefits, how many GRADUATE STUDENT STAFF do you expect to support with the allocation you are requesting?

Please enter the number of graduate student staff. If "zero", type "0."

0

Are there any long-term contracts/obligations associated with this funding request. If yes, please list each obligation and the amount associated with it. If no, please note NA. [Required]

None

Briefly explain how you ensure that student fees do not subsidize non-student use? [Required]

S&A fee statutes prohibit our programs from using S&A fees to support non-student programming. As mentioned above, in the rare instance of a non-university group receiving approval from the VP of Student Affairs to rent the vehicles, they pay a negotiated fee to rent that is higher than student user groups pay. When EPIC vehicles transport non-students on a trip that is not sold out, those non-students pay a higher fee to participate including transportation costs.

Briefly explain how your department/program/unit collaborates internally with departments, programs, units: [Required]

Many campus groups use the shuttle and coach vehicles. The Residence Halls, SAIL, New Student Programs, Orientation, Athletic teams, Enrollment Services, the McNair Scholars, campus diversity groups and many others utilize these vehicles. Campus user groups save a great deal by not paying the rates of commercial transport companies to transport their members. We conservatively estimate that the fleet of CRec vehicles saves CSF groups over \$50,000 annually, making these a great long-term solution for providing safe and economical transportation of our student groups.

Briefly explain how your department/program/unit collaborates externally with outside stakeholders: [Required]

As these vehicles were purchased with S&A funding and we are required to use them for student use only, when a request for use does come in we seek guidance from the VP of Student Affairs before discussing use of the fleet with outside groups.

Briefly explain how your department/program/unit contributes to the local/regional community: [Required]

When these units are out on the road sporting their EWU logos and identifiable branding, they are directly "recruiting" by showing travelers that EWU is a first-class operation when dealing with their student groups. Keeping these vehicles in top running and looking conditions keeps the Eagle brand in the forefront for anyone seeing these units.

Please highlight the impact this department/program/unit has on campus. [Required]

Briefly describe the need for your department/program/unit. How does your department/program/unit support the mission and/or goals of EWU?

With more than 3,000 active unique participants annually, CRec has a tremendous impact on student life, particularly with students living in the residence halls, off-campus housing in Cheney and sorority and fraternity members living in off-campus houses. These vehicles are truly moving billboards promoting EWU in the communities we travel to, helping in the eventual recruiting of students to become future EWU Eagles.

Briefly describe how your department/program/unit assesses the effectiveness of your programs/services: [Required]

After each trip, drivers complete a post-trip maintenance check before turning them in to our office for review. The units are checked for damage or maintenance needs that must be reported to start the repair process. These reports are turned in after each trip allowing us to properly see to any issues right away.

What service indicators (data) are tracked & how is this information collected? [Required]

Each vehicle maintains service records that collect data on the user group and travel party. This data is used to determine resource allocation for the vehicles based on which units are used more often. CRec (Chris Hoppe) has completed a Campus Recreation Vehicle Replacement Plan that will be provided upon request, detailing the long-term plan on vehicle replacement through the S&A process.

Based on the data/utilization numbers you collect, please share the number of STUDENTS your department/program/unit benefits/serves annually: [Required]

Please enter the number of students. If "zero", type "0."

2000

Based on the data/utilization numbers you collect, please share the number of FACULTY your department/program/unit benefits/serves annually: [Required]

Please enter the number of faculty. If "zero", type "0."

30

Based on the data/utilization numbers you collect, please share the number of STAFF your department/program/unit benefits/serves annually: [Required]

Please enter the number of staff. If "zero", type "0."

30

Based on the data/utilization numbers you collect, please share the number of ALUMNI your department/program/unit benefits/serves annually: [Required]

Please enter the number of alumni. If "zero", type "0".

0

Based on the data/utilization numbers you collect, please share the number of EXTERNAL STAKEHOLDERS your department/program/unit benefits/serves annually: [Required]

Please enter the number of external stakeholders. If "zero", type "0".

0

Please outline the top funding priorities for your program/department/unit: [Required]

- 1) Maintaining the vehicles at the highest safety level
- 2) Initiating a CRec Vehicle Replacement Plan
- 3) Maintaining a reserve account from daily user rental fees for non-scheduled major repairs

What will the impact be if this request is not funded or fully funded? [Required]

Not Funded:

If the program(s) were not funded, student user groups would pay higher transportation fees and would be forced to begin using commercial transportation companies at a much higher cost. Eventually the rising costs of repairs and insurance would lead to the stoppage of this program.

Partially Funded:

We would have to continue to increase the user fees making safe and professional travel more difficult to attain. At some point students would begin driving themselves to events to save money, creating an unsafe situation with untrained student drivers taking responsibility for their group mates.

How does your department/program/unit ensure that you are good stewards of awarded funding? [Required]

Please outline how you track and manage your budgets to ensure financial sustainability.

CRec staff has always been great managers of the funds entrusted to them from the S&A Committee. We only request funds for those items we truly feel keep our programs on the leading edge of campus recreation programs in the region. EWU is one of, if not the only, higher education institution in the NW that maintains their own fleet to safely and professionally transport their students to events. We will continue to seek revenue to assist with this goal, but these are university vehicles and should be maintained by university funding sources if possible.

Is there anything else you would like the S&A Fee Committee to consider when reviewing your funding request for FY2020?

If no, please type NA.

We realize that S&A funding is limited and many requests are placed each year, but we also feel that the need to treat our students as valued customers is the highest priority. Student groups going out into the surrounding communities are ambassadors for the university and sending them in a safe and reliable manner should be a top concern. Keeping these vehicles in good operating condition is crucial to keeping our student groups safe as they travel to represent EWU around the region.

Is your department/program/unit interested in presenting to the S&A Fee Committee? [Required]

Yes

Please select the answer that fits best. Note: While we value all interest in presenting to the S&A Fee Committee, time for all requests to be presented may not be possible. The Committee will schedule departments/programs/units where there are outstanding questions/concerns regarding the funding proposal and, if time permits, schedule departments/units/programs who would like to present where there are no outstanding questions/concerns based on their proposal.

If your request includes funding for staff, please confirm that you have budgeted for all increases, according to the Budget Assumptions outlined, and that number will be included in your Direct Expense figure when you build your budget. [Required]

Please select the best answer.

I confirm