

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
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
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

Nikki Measor
nmeasor@ewu.edu
Jan 08, 2019, 03:54PM PST

S&A Basic Request Information

Contact Information [Required]

Please fully complete your contact information.

First name: Nikki
Middle initial:
Last name: Measor
Email address: nmeasor@ewu.edu
Phone number: 5098281393
Address: 668 N. Riverpoint Blvd.
City: Spokane
State: WA
ZIP: 99202

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

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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]

Eastern Washington University, Spokane Student Services

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.

For over ten years, students have expressed concern about access to fitness resources on the Spokane campus as collected by student research. On average, there are 2300 students taking classes on the Spokane campus every term with at least 40% of students taking classes only at Spokane. In a survey taken in 2013 at Spokane, 70% of respondents indicated that they do not use the University Recreation Center at Cheney. Further, on a satisfaction survey taken in December 2016, 81% of students indicated that having access to a fitness facility on the Spokane campus is important to them. Students were asked to comment on one thing that would improve their Spokane experience and fitness center was mentioned 75 times. Thanks to support from the Services and Activities Fee, EWU was able to negotiate an agreement with Washington State University to open a fitness center on the Spokane campus that is accessible to both EWU and WSU students. The Spokane Fitness Center opened on September 5, 2017. It is a 24/7 fitness facility that houses 13 cardio machines, free weights, weight machines, group fitness classes, a towel service and accessible showers in the facility. Student feedback has been positive.

- "... The fitness center being on campus was incredibly convenient while I was in graduate school. I went during my breaks and after classes everyday. I think it really helped with my mental health! ...It was great. Grateful that I was able to utilize this service while at EWU!"

- "I love having access to a fitness center in Spokane...there is no way I would be able to utilize the main campus facilities due to the intensity of my graduate program and due to the many more commitments I have as a student with children. Thank you for providing this facility!"

We are requesting funds to continue offering this service.

Did your department/program/unit receive S&A Funding last year? [Required] Yes

If you answered yes to the previous question, please submit the total received in S&A Funding: 55000

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.

0. The EWU Spokane campus does not receive any other funds to support the Fitness Center. Per our negotiated agreement, WSU also financially supports the Fitness Center.

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.

N/A. We have not sought alternate funding sources. This field requires a minimum of 100 characters.

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]

We are requesting \$55,000. The cost of the current contract is \$50,000/year with an annual increase not to exceed a fiscal growth factor.

Funding will be used to pay for the contract with WSU for operation and staffing of the fitness center, charges associated with providing card access* to students and marketing of the center. To access the fitness center, a prox card is issued and activated via Spokane Student Services. Prox cards cost about \$5.50/card and printing ribbon costs about \$100 for every 300 cards. We issued about 300 cards for Fall 2018. *Card access also provides 24/7 access to the Spokane Academic Library.

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]

The contract for EWU access to the fitness center is an annual renewable contract with WSU. The current financial obligation is \$50,000 plus the fiscal growth factor. The FY19 fiscal growth factor is 4%, which will increase the contract to \$52,000.

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

Access to the fitness center is limited by ID card access for only students that pay S&A fees. If it is determined to allow faculty and staff to utilize the center, they would only be able to do so by paying an additional membership fee. In Spring 2018 a proposal was considered to allow faculty/staff access and the proposal was declined out of concern of impact on student use.

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

The fitness center project requires collaboration amongst several departments. Providing card access to the center requires that we work collaboratively with the Eagle card office, the Access Office and Spokane Campus Safety & Security. In addition, we are currently working with IT to develop ways to streamline the card access process. We work collaboratively with Health, Wellness and Prevention Programs to promote the fitness center. Last, we talk with Academic Departments and faculty to make them aware of this resource to share it with students.

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

The fitness center is a joint venture with WSU Spokane. As a result, we collaborate with WSU Student Affairs and Campus Safety & Security to oversee operations and access to the fitness center.

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

N/A. The fitness center is not accessible to community members. This field requires a minimum of 100 characters.

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?

- Students have been consistently advocating for a fitness center on the Spokane campus for several years. The development of this initiative is a positive step toward addressing student concerns.
- Participation in fitness activities has positive impacts on the ability to manage stress and overall wellness. Lack of access to a facility may have an indirect impact on graduation and retention rates.
- As a campus that is home to the College of Health Science and Public Health, the fitness center also contributes to supporting the promotion of health and wellness for our EWU community.

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

We currently track student usage to determine how many students are utilizing the facility. We've used the usage data to inform how we might shift staffing patterns and have also surveyed users regarding group fitness offerings. Additionally, staff have informally sought satisfaction feedback from users of the facility. This feedback has impacted the types of group fitness and equipment offered.

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

A weekly report of usage is generated and an excel sheet tracks usage for that week. In addition, usage patterns are tracked each semester. Usage is gathered through card swipe each time a student enters the facility.

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".

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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".

0

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".

0

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".

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

1. Fitness Center Access Contract with WSU (\$52,000)
2. Card Access Costs, including printing supplies and cards (\$3,000)

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

- EWU students would lose access to the fitness center. This has been one of the most requested services that students wish to access on the Spokane campus.
- Lack of access to a facility may have an indirect impact on graduation and retention rates

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.

- Limit access to ensure usage is just going toward student access
- Worked to negotiate a competitive contract for fitness that was in the best interest of students
- Provide outreach and awareness of the fitness center and classes available to EWU students

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

NA

If no, please type NA.

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

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.

*Only if the S&A Fee Committee has concerns or questions

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.

Does not Apply