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

S&A Basic Request Information

Contact Information [Required]
Please fully complete your contact information.

First name: Charles
Middle initial:
Last name: Lopez
Email address: clopez17@ewu.edu
Phone number: 8327167537
Address: SHW 207
City: Cheney
State: WA
ZIP: 99004-8696

S&A Funding Guidelines [Required]   [X] 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.

[X] 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.

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

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

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.

The Research and Creative Works symposium is the largest Academic event on campus. This will be the 22nd annual event. Students learn a great deal about research methods, organization, and effective communication.

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

If you answered yes to the previous question, please submit the total received in S&A Funding: 12000

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.

We receive approximately $15,000 from the provost office. However, we do not plan on receiving any sponsorship funds.

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.

We work closely with the provost office for funding. We also have a development officer who is working to seek outside funding.

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]

There are a number of expenses that we are not able to fund using state accounts. The symposium is event that brings students and faculty together to present they work. It also a time of celebrating and recognizing academic efforts during this conference we have historically served a meal and light refreshments. The primary requested funds would be used to cover expense associated with meals, light refreshments. This past year's catering expense included a Tuesday's Creative Works Opening Reception and breakfast, and lunch on Wednesday, The total was just over $11,000. Other non-allowable expenses include the Symposium T-shirts, conference bags, and notebooks. These items were well received by the students. These items are labeled printings expense in the budget. Last year's expense totaled approximately $6000.

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]

NA

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

Student appropriated funds will only be used for student expenses that are not-allowable to be paid with state funds. Limiting expenses to those outlined above would ensure that student fees would not subsidize non-student use.

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

We have developed an annual Communication Plan that includes communication to students, faculty, and staff using multiple types of communication. We utilize a student intern as a communication coordinator to maintain and execute our overall Communication Plan. We also have a campus-wide Symposium Planning Committee with constituents from both academic and non-academic departments.

We communicate with the students via e-mails from the Vice President for Student Affairs Office, Facebook, EWU website, campus posters, residence hall flyers, and syllabus statements to faculty. This past year we developed a video to include on our website and other venues. We communicate to faculty via e-mails from the Provosts office, Facebook, EWU website, campus posters, syllabus statements,Faculty Senate Organization, as well as Dean's Counsel.

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

The university administrator communicates with Spokane Community College administration, the Dean and the Director of Philanthropy communicates with potential donors.

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

Dr. Lopez works with the President's Office to invite local and state leaders and government officials to attend the Symposium. Last year we invited over 100 area leaders to attend the event.

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?

The Symposium provides a venue for students to share their research and creative works with the greater community. Presenting findings is critical in finalizing the extensive work students have done. The event also provides a venue to celebrate the students' accomplishments as well as formally recognize the faculty's support in providing the transformative experience.

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

Students completing the symposium survey self-reported gains that indicated "Student Learning outcomes for the program were met." The greatest number of student respondents (90%) reported gains in "communicating (their) research to others through clear, engaging presentations," while 86.6% of respondents reported gains in "developing self-confidence and risk-taking to overcome obstacles." The fewest gains (67.1%) were reported in the area of "being mindful of diverse ideas and theories."

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

Each presenter is required to submit an abstract proposal. Students choose to present either a creative product, an oral presentation, or an academic poster. Our internal database tracks the presenters, the faculty mentor, their subject area and their choice of presentation.

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.

600

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.

155

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.

18

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

Priority 1 Meals and light refreshments
Priority 2 Symposium T-shirts
Priority 3 Conference Books and Bag

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

If none of the requests are funded the symposium will only include creative works, oral and poster presentations. We will need to cut several events we have had in the past. Events include the Creative Works opening reception, breakfast, and the keynote luncheon. If we are unable to secure external-funding we will be required to cut most of the elements that enhance the event such as conference t-shirts and other swag.

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.

We follow all procurement procedures; expenses are approved at the assistant dean or dean level, and orders are made in a timely manner to reduce express shipping or rush-order charges. Additionally, invoices and accounts are reconciled on a regular basis.

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 have over 2000 students receive some form of class credit for attending the conference and completing some assignment related to what they learned. Most of these students were not presenting at the conference. Though non-presenter do not attend the keynote luncheon or receive the conference swag, they gain from this experience. Additionally, last year we had students from the community College of Spokane attend the conference as well.

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.

[X] *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.

[X] Does not Apply