

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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February 15th – 10:30am – 1pm | Scheduled Budget Presentations
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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

Annie Hudson
ahudson5@ewu.edu
Jan 04, 2019, 10:54AM PST

S&A Basic Request Information

Contact Information [Required]

Please fully complete your contact information.

First name: Sara
Middle initial: E.
Last name: Goff
Email address: sgoff@ewu.edu
Phone number: 509-359-6671
Address: EWU Theatre Building 212
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

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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]

EWU Theatre

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.

In addition to classroom studies (Theatre BA, Musical Theatre BA, Theatre Minor, Theatre BAE and Dance Minor), the Theatre program offers valuable "hands-on" experience in virtually every phase of theatrical production, whether it be acting, directing, singing, costuming, or a myriad of technical and design skills.

The University Theatre offers an award winning and regionally recognized public performance program comprised of a minimum of three main-stage shows every academic year. Our University Theatre season is chosen for balance and variety. Productions range from classical to modern plays and musicals. Plays are produced in the University Theatre, a modern, well-equipped plant, opened in 1972. The University theatre is located in the university's College of Fine Arts Complex, in close proximity to the Music, Art, and Radio-Television departments.

Student Activity fees have provided the essential funding to bring quality theatre to the University community since 1970.

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: 80000

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.

Generate Revenue History

2010: Box office Revenue: \$2,693.00

2011: Box office Revenue: \$2,405.00

2012: Box office Revenue: \$4,430.00

2013: Box office Revenue: \$6,235.00

2014: Box office Revenue: \$9,082.00

2015: Box office Revenue: \$5,167.00

2016: Box office Revenue: \$6,990.00

2017: Box office Revenue: \$13,210.00 (*We produced two large scale and exceptionally popular musicals "Avenue Q" and "Heathers" in 2017. These shows collectively broke box office records and hence contributed to our significant increase in revenue. However, these shows were also very expensive to produce. "Avenue Q" was produced in the winter of 2017 and "Heathers" was fall of 2017. Typically, we only do one musical in a SAF budget cycle.

2018:\$10,326

We have no other funding sources other than our S&A allocation and revenue generated by our box office sales. EWU STUDENTS DO NOT PAY ADMISSION.

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.

None of our revenue is generated by EWU students.

We increased our ticket price for the 2012 academic year for faculty, staff and community to try to increase our revenue. We will never be able to depend solely on revenue to support our program because we don't charge admission to EWU students, which is 45% -78% of our patronage. Students do not pay an admission fee to our productions. Faculty, staff and community members pay \$10.00.

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]

The 19/20 Theatre budget request is virtually identical to the 18/19 budget request and actual spending aligns very closely with the request. Our 2019/20 request has three areas of anticipated cost increases.

1) We are requesting to hire a professional sound engineer to do a live mix for our fall musical. The quality of sound in a musical is the most important element of the production. The singers and orchestra rehearse for hundreds of hours and if the sound drops out, or you get a lot of feedback issues in the sound it can absolutely ruin a show. We cannot depend on a student to have the expertise to adequately do a live sound mix for a large scale musical.

2) We are also requesting to hire a guest artist (Designer and/or Actor). It is becoming unsustainable for our scenic designer and technical director to manage all of the design duties for an entire season.

3) The increase in Student wages is a reflection of the increase in the federal minimum wage.

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."

2

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."

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]

N/A

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

Attendance records support the fact that students make up the most significant portion of our audiences: 51% in 2014, 59% in 2015, 61% in 2016, 46% in 2017 and 51% in 2018.. We cast our shows from the student body and EWU students work backstage and front of house on all of our productions.

Students do not pay an admission fee to our productions. Faculty, staff and community members pay \$10.00.

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

The theatre program works with many units across campus. We have a deep relationship with English and Creative Writing. The English 170 class studies the plays we produce every quarter and the director and cast and crew participate in guest lectures and talkbacks. We produce original works. We work continually with the music department. We loaned them mics, furniture and props for their operas in the Spring and Fall. Many of their students audition for our musicals and play in our orchestra. We produce plays that are topically relevant and that include diverse characters and themes that are of interest to many groups on campus.

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

Our faculty, staff and students regularly assist/advise with programming theatre activities at public schools, community colleges, theatres, recreation organizations and professional theatres in the Inland Northwest.

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

EWU Theatre is a major contributor to the local artistic culture of the Spokane region. We have developed that reputation in two ways. First, the quality of our production speaks for itself. In 2011, we won a "Spokie" for Best Play (including the competition of professional theatre in the region) with our original production of *The Things They Carried*. We have been regularly recognized by the Kennedy Center American College Theatre festival for excellent production elements. But it is the choice of plays that has most community impact. Several of our recent plays were regional (*The Vibrator Play*, or in the *Other Room*, *Pocatello*) or world (*Ode, We are a Poem*) debuts. We maintain a successful momentum in community outreach—choosing plays that provoke discussion, capitalize on current issues, and cannot be seen elsewhere in the inland northwest. We also offer educational (K-12 matinee performances). We are affirmed of the quality and necessity of our creative activity for this community.

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 EWU theatre program has been a special place within Washington for educating theatre practitioners for many years. Our program goals are directly related to the University's focus on student success, community engagement and visibility.

The quality and reputation of our performance program has grown exponentially. We are routinely recognized by the Kennedy Center American College Theatre festival for acting, directing, ensemble performance and program development.

A strong theatre program offers unique opportunities to the academic and cultural climate of the University. We have the opportunity as an institution to capitalize on the recent success of the theatre program and invest in a program that is uniquely positioned in our region (especially with the discontinuation of the WSU theatre program) to meet the strategic goals of the University: community engagement, visibility, innovation and student access and success.

We create theatre in order to connect and communicate with the people around us. We ask questions, "Can these issues be spoken of? Is it possible for this person to have a conversation with that person? Can we, together, arrive at a different and more nuanced perspective? Can we find the courage to articulate the complex issues of the human condition that need to be addressed?" We invite an audience into the theatre in the hopes that something will happen.

The value of our creative work can be measured by the extent to which the audience is able to access a familiar or unfamiliar world and become engaged to a degree that they understand something about themselves that they did not know before coming to the theatre. When students return to our shows year after year, when I read letters from audience members that feel the need to express their gratitude in detail, when I see students expand their definition of what it means to be human and expand their sense of self, I am affirmed of the quality and necessity of the theatre program.

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

As the Interim Chair of the Department of Theatre and Film, I constantly evaluate the effectiveness of our program and look for ways to improve student success. The quality of the theatre program is reviewed formally and informally on a regular basis. Those evaluations are largely focused on the success of our public performance program.

Below are excerpts from emails that audience members have sent me.

I loved Studs Turkel,

I loved working,

I loved this play,

And last but not least, I loved this cast. Somehow this play reminds me of your wonderful Almost Maine — in this play as in that one (and many others you two have produced) there is a powerful humanity in the script and the actors. I was moved at the theater this evening, and I'm moved again tonight in watching our wonderful student actors bringing magic to our theater.

I loved 'Heathers'! The students were so talented and the expression of the themes was so powerful. And what a great time to have those themes expressed!

I was deeply moved by "These Shining Lives." It "got me" for several reasons: the poignancy of the story itself, the beauty of the set, the fine acting, and my pride in the fact that all this great work is coming from my very own university!

I just wanted to share how impressed I and many others have been at the level of professionalism, artistic expression, and thought displayed in the dramatic production of To Kill a Mockingbird. The production transcends the book as well as the film in its ability to globalize the struggle for humanity, decency, and equality,

Honestly, I think that the current theater productions on campus are one of the finest things we have these days at Eastern Washington University!

I had not intended to include Cheney in my survey of Spokane Theatre but upon the recommendation of a frequent Civic Theatre actor I made the drive to see 'Never the Sinner,' which turned out to be the best production I saw all last season.

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

We track audience attendance via ticket sales and students sign in sheets. We track direct student involvement (onstage and off) via cast lists and crew assignments and audition sheets.

2,946 people attended EWU shows. Of that number 1,439 were non EWU students.
(community, staff, faculty, administrators, alumni)

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".

1657

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".

1439

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".

1439

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".

1439

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".

1439

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

Actual expenditures align very closely to our requested budgets. Classified Staff and Student labor are the most important but equally important are the materials to produce theatre. Because of our current level of funding, we are able to realize many of our program goals. We use our revenue to offset the difference in the SAF allotment verses the initial request and to replace equipment.

In years past I have been much more detailed in my explanation of every line item in the budget. Because of a 2000 word cap, I could not explain/justify every category in the budget. Please let me know if I can be more specific with our funding needs.

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

S&A fees have funded the theatre program since 1970. The public performance program does not receive financial support from the University other than S&A fees. Consequently, EWU wouldn't have a theatre program without S&A fees.

If our request is lowered we will not be able to produce theatre at our current level of professionalism. We will not produce musicals; we will be forced to produce shows with small casts and minimal sets - we may resort to producing staged readings as opposed to fully produced shows, or we may produce fewer shows.

Our program's reputation and visibility is growing exponentially. My first year at EWU, we had a total of 1,626 people in the audience, compared to 3,004 in 2017. Now we regularly sell out our performances. We have more people auditioning and working on our shows in every capacity. Reduced funding would have a visible negative impact on the quality and accessibility of theatre for the students of Eastern Washington University. EWU has an outstanding theatre program but the viability and sustainability of the theatre program is only possible with SAF support.

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.

The entire theatre faculty has input on the budget request. We are individually held responsible as faculty for all of our purchases. Our secretary, Annie Hudson, works diligently to reconcile our credit card purchases and that work is currently reviewed by the Dean's office because I am the Chair of the Department. Our purchases are also reviewed by the purchasing office at the end of the fiscal year. We have regular program meetings to track our spending, traditionally at the end of each quarter. I have also met with Judy Miller in Student accounting twice this past fall in order to better understand our budget.

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

N/A

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.

I confirm