

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

Nancy Hathaway
nhathaway@ewu.edu
Jan 09, 2019, 11:04AM PST

S&A Basic Request Information

Contact Information [Required]

Please fully complete your contact information.

First name: Nancy
Middle initial:
Last name: Hathaway
Email address: nhathaway@ewu.edu
Phone number: 359-7070
Address: 140 Art Building, EWU
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]

Gallery Program

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 Gallery Program has been in existence for more than 40 years. The mission of the program is to bring the work of local, regional and nationally renowned artists to campus for the cultural enrichment, edification and enjoyment of its students. The gallery is a place where students come to look at art, to hear artists talk about their work or simply to quietly enjoy quality exhibitions. Because all universities have galleries, and most receive S&A funds, we see the S&A funds as a key to our continued success. As EWU is located in a relatively isolated area, the presence of a contemporary art gallery on campus is especially important to the cultural enrichment of Eastern's student population.

The Gallery Program will present six exhibitions in the 2019-2020 academic year. Four of the six exhibitions will feature the work of local, regional or nationally known artists. Of the remaining two exhibitions, one exhibition is for the BFA Studio Art students' thesis exhibit, and one is for students exhibiting artworks in the Student Research and Creative Works Symposium.

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: 1800

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 normally request a departmental gallery budget from the College of Arts, Letters & Education for goods and services of \$5142. We have been told to expect this amount to be reduced to \$4,988 in 2019-2020, which represents a 3% reduction due to the current budget cuts. This is a state support, ledger 1 budget.

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.

Other funding sources have been pursued to the fullest extent possible. The Gallery Program receives funding from the College of Arts, Letters & Education. All exhibitions and lectures are free of charge. No revenue is obtained directly from students.

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 Gallery Program is requesting \$1800 to pay honorariums for artists to exhibit their work in the gallery and give lectures or workshops for students. This is the same amount requested for 2018-2019.

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 fees are utilized only to pay honorariums to artists for lectures, workshops and exhibitions in the EWU Gallery of Art. Only EWU students may participate in workshops.

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

The Gallery Program collaborates each year with the university for the annual Student Research and Creative Works Symposium. Each year students from across campus are invited to participate in the symposium by exhibiting works of art in the gallery. The gallery also hosts students from the Music Department, who participate in the symposium by performing their original compositions in the EWU Gallery of Art.

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

The Gallery Program exists for the benefit of EWU's students, and therefore the Gallery Program has no outside stakeholders.

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

All exhibitions and lectures are free and open to the public, which allows the Gallery Program to contribute to the cultural life of the local and regional community at no additional cost to the university.

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?

Because EWU is located in a relatively isolated area, the presence of a contemporary art gallery on campus is especially important to the cultural enrichment of Eastern's student population.

In 2015-2016 we were able to bring the work of the Seattle based, artist team Bradly Gunn and Aaron Trampush to the EWU Gallery of Art. The artists spent several days on campus creating an immersive exhibition experience in the gallery. In 2016-2017 we brought the artist Jenene Nagy from Southern California to EWU to create a site specific installation in the gallery and to give a lecture. Last year we are brought visual artist Nicole Pietrantonio and poet Devon Wootten to campus to exhibit their collaborative work and to give a free workshop for students. This year Latin American printmaking artist Reinaldo Gil Zambrano is presenting a lecture and a free printmaking workshop for students in conjunction with our first winter quarter exhibition. None of these events would have been possible without S&A funding.

The Gallery Program is geared towards giving students first-hand knowledge of the work, ideas and methods of successful visual artists working today, while functioning as a resource for the visual arts in the cultural activities of both the university community and the community at large.

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

Student and faculty feedback on the quality of the exhibitions is used to gauge the effectiveness of the exhibitions and lectures.

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

Informal counts are made of attendance at exhibitions and lectures by the gallery director. Attendance at each of the exhibitions is approximately 400-500 persons. Of these an estimated 280-350 are students with the remainder being faculty, staff and community members. Attendance at each of the receptions is approximately 40-50 persons, with the majority being students. Attendance at each of the lectures ranges from 25-65, with the majority being students.

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".

480

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".

20

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".

10

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]

Fundng honorariums for exhibiting artists is always our top funding priority, followed closely by funding honorariums for artists lectures and/or workshops.

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

If the request is not funded, the gallery would have to scale back the quality of its programming. While we could continue to offer the same number of exhibitions, we would only be able to exhibit the work of local artists and a few regional artists, if they were willing to exhibit their work without an honorarium. The quality of the exhibitions would decline, and students would no longer have access to the work of well-known regional or national artists. The loss of funding would likely have the same impact on the lectures, with the possibility of the loss of all lectures. Because we are partially funded by the College of Arts, Letters & Education through a ledger 1 budget, state restrictions on how those ledger 1 funds can be spent in times of financial crises has impacted the gallery. The Gallery Program has only been able to continue to bring the work of regional and national artists to campus because we have had S&A funding to pay for honoraria for exhibitions and lectures when state restrictions on ledger 1 spending have been imposed.

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.

Student fees are utilized only to pay honorariums to artists for lectures, workshops and exhibitions in the EWU Gallery of Art. The overall program of exhibitions and lectures is carefully considered each year, in order to offer a well rounded and diverse schedule of exhibitions and lectures.

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