

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

Brian Davenport
bdavenport2@ewu.edu
Jan 09, 2019, 04:52PM PST

S&A Basic Request Information

Contact Information [Required]

Please fully complete your contact information.

First name: Brian
Middle initial:
Last name: Davenport
Email address: bdavenport2@ewu.edu
Phone number: 5093592036
Address: 115 Showalter
City: Cheney
State: WA
ZIP: 99004

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

General Guidelines for Requesting & Spending Funds Awarded:

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

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

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

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

All purchases should be reasonable and prudent.

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

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

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

Individual students may not unilaterally make purchases.

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

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

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

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

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

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

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

Expenditures Assumptions

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

Historical Analysis

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

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

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

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

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

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

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

Index 3

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

Other Considerations

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

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

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

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

Please select what best represents your request: [Required]

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

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

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

Office of Community Engagement

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.

EWU's Office of Community Engagement connects the campus to the wider community through meaningful, reciprocal partnerships in order to enrich student learning, address critical community need and foster a culture of civic responsibility and community engagement. This includes providing students with opportunities to engage in meaningful service outside of the classroom. While the majority of the funding for our office comes from state support Ledger 1 funds, the fact that we fall under the division of Academic Affairs significantly limits the way we can use that money to support student programming. As a result, we rely on S&A funding to support all of our co-curricular programming for students. Additionally, the office is seeking to expand its co-curricular offerings, and, as a result, is seeking additional funding to make this possible. This increase will benefit both the students and the community that EWU serves.

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: 12,700

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.

Ledger 1 (state support) - \$149,309 this includes operating budget for the academic affairs side of our work, plus salary and benefits for director.

We seek external funding through grants and sponsorship. We have received \$3000 from STCU. Additionally, we have received two Americorps positions, though these cost the university \$8,000 each.

We continue to work to find and apply for additional funding.

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.

Annually we submit a request to STCU. They continue to agree to contribute \$3000 to the cost of Eagle UP, our new student day of service that is part of welcome week. Additionally, we recieved two grants from Washington Campus Compact for Americorps positions. The result is that we have one Americorps dedicated to running out mentoring program and one Americorps dedicated to addressing food insecurity in our community. Finally, we apply to other external grants as they come up and are appropriate. None of the funds supporting Americorps come from S&A fees. The remainder of Eagle UP is funded from our S&A Fee budget.

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 Office of Community Engagement at Eastern Washington University connects the campus to the wider community through meaningful, reciprocal partnerships in order to enrich student learning, address critical community need and foster a culture of civic responsibility and community engagement. Because this is our mission and charge, any funds awarded will be spent with these purposes in mind. Specifically, any S&A funds awarded will be spent creating co-curricular service opportunities and partnership for EWU students. Additionally we spend some of our funds on training, development, and celebration of our student leaders.

This year the office is asking for a significant increase in funding to allow us to hire an Assistant Director for Co-Curricular Engagement. Currently, the office only has one full time staff member that is responsible for both academic engagement and co-curricular engagement. This is WELL BELOW staffing levels for other state universities. With the addition of an Assistant Director for Co-Curricular Engagement, the Office of Community Engagement will be able to focus more on co-curricular engagement opportunities such as alternate break trips, long weekend urban plunges, increased service opportunities outside of classes, and greater collaboration with SAIL and SFL. This is just a small portion of what is hoped for. Having one person dedicated to planning co-curricular engagement opportunities, as well as recruiting, training, and working alongside a dedicated team of students will help the Office of Community Engagement serve EWU students in ways that align with the power and potential of Community Engagement.

Additionally, there is a slight increase in our requested direct expenses due to increases in cost of transportation.

Additionally, in an effort to contribute to the food pantry on the EWU Spokane Campus, we have asked for an additional \$800 to purchase food for the pantry. There is also an increase in transportation costs.

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."

1

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]

Yes. The Office of Community Engagement is responsible for a portion of the OrgSync contract. Last year this was \$3,442.00.

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

We rely on EagleSync for both advertising and sign up for our events. As a result, we are able to ensure that all registered participants are EWU students.

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

The Office of Community Engagement exists to connect the university to the community through service. As a result, we are constantly working across departments and units in an effort to better connect the university and the community. For example, we worked with the Office of Diversity and Inclusion this year to plan and execute MLK Day of service. Additionally, we worked with both SAIL and New Student Orientation to provide Eagle UP!, a day of service for new EWU students. Additionally, we have worked with housing and residence like to connect each residence hall with community partners for service projects throughout the year. We strive to work collaboratively whenever possible and look for new ways to partner with others on campus as we connect students to the larger community. The addition of an Assistant Director for Co-Curricular Engagement will allow for even greater collaboration across the institution.

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

Given that our role is to connect the university to the community through service, we are constantly working with external community partners to plan and offer service opportunities to students. The core that drives our efforts is work WITH community partners to create service activities that are mutually beneficial to both students and the community partner. This ensure that EWU is not using community partners, but rather coming alongside them to provide service and engagement on community identified needs. Some key partners that we often collaborate with are Feed Cheney, Cheney Care Center, 2nd Harvest, and Communities in Schools. This list is by no means even close to exhaustive, but rather intended to show the breadth of the partners we work with. We have well over 100 community partners that we reach out to on a regular basis to see if there are opportunities for us to connect on new or continue existing projects. The addition of an Assistant Director for Co-Curricular Engagement will allow for even greater collaboration with external stakeholders.

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

Our work in the community makes a significant positive impact. Through our work in the community we have helped provide a stable volunteer basis for feeding the hungry, investing in at risk youth, building relationships with the elderly, invested in the future of our planet, and much more. Because our mission is to connect students with the community through service, everything we do is designed to have a positive impact on our community. The addition of an Assistant Director for Co-Curricular Engagement will allow for even greater impact on the local and regional 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?

Eastern Washington University is committed to developing opportunities for students that are transformative and cultivate "professionally, socially and culturally engaged leaders, citizens and communities." We recognize that community engagement builds recognition, fosters support and expands opportunities for students, faculty, staff and graduates as well as the communities we serve. In addition to our previous work the Office of Community Engagement is working to pilot a Co-Curricular Transcript that allows students to reflect on their experiences outside the classroom in meaningful and transformative ways.

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

We conduct post service surveys of both student participants and community partners served. We utilize this data to better plan and execute service projects throughout the year. We believe it is imperative to meet the needs of both students AND community partners, and, as a result, we use survey results to better plan for both groups. Additionally, over the next year we will have an even greater focus on assessment. The director is currently enrolled in a course specific to the assessment of community engagement in higher education.

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

We track the number of students that participate in service events in addition to the number of hours served. Additionally, we track the number of community partners served. When distributing food on campus, we collect information on amount of food distributed.

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."

969

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".

20

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".

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".

722

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

Assistant Director for Co-Curricular Engagement: The Office of Community Engagement is understaffed compared to other higher education institutions in the state. While we believe we do great work with the people we have, we are also aware that with the help of an assistant director, we could do an even greater job connecting the students of EWU to the community through service in meaningful and transformative ways.

Prime time mentoring: This program connects over 100 EWU students with 100+ 4-12 grade students in Cheney schools. The focus is on college access. This is a great program that is beneficial to both mentors and mentees

Eagle UP!: This day of service for new students is a great way to welcome folks to EWU while also connecting students to the community. This event also provides a valuable service to our community

Food Insecurity: We opened the EWU Food Pantry in 2018 and are looking to expand how we support our food insecure students. Additionally, we partner with a variety of organizations that address food insecurity in Cheney and Spokane and are looking to expand how we connect students to these service opportunities.

MLK Day of Service: This is our annual effort to provide students with an opportunity to serve on MLK Day making it a day on instead of a day off. This year we will do this in collaboration with the Office of Diversity & Inclusion

In addition to these specifics, we are constantly looking for ways to connect students with the community through service. We hope to continue expanding the opportunities available and to increase our visibility within the EWU community and in Cheney & Spokane

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

We are constantly working to stretch the funding we have as far as possible. While we will find ways to continue to serve the community regardless of level of funding, there are inherent costs associated with a number of our programs. A decrease in funding will limit our ability to provide opportunities for students to connect with the community through service, and will limit the amount of service we can offer the community.

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 are deeply aware that any funds the Office of Community Engagement has are not our funds, but rather money that has been entrusted to us for the service of students, our community and EWU. We take this view regardless of the source of the funds and often ask ourselves, "is this what taxpayers, students, and donors have contributed these funds for?" We are constantly thinking about ways we can better utilize the dollars we have been entrusted with to ensure that we good stewards of what we have been entrusted with.

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.

The Office of Community Engagement understands that this years budget request is significantly higher than in previous years. Since its founding, the office has been understaffed. This has prevented the office from being a critical part to the educational experience of EWU students. Community Engagement is a powerful educational opportunity, but given the lack of staffing it is painfully underutilized at EWU. The office has routinely asked the Provost's office for additional staffing, but has been denied numerous times. Given that the goal of the Assistant Director role is to work intentionally on co-curricular engagement with students, it seemed appropriate to ask the committee for this funding. Please know that this was not done lightly, but the director does feel it important.

Providing numbers of external stakeholders served is difficult as there are some service events that benefit an unknown number of people. For example, we provide volunteers for Feed Cheney every month, but Feed Cheney does not provide us with the number of people served at each event. This is often the case when we partner with outside community agencies to assist them in meeting their mission. So we have reported the hard number of external stakeholders that we know for certain we served in direct service, but the actual number is likely much much higher. This is also true for our student count. Some of our events don't lend themselves to an accurate count of students served. For example, on the days that our office passes out food from 2nd Harvest (Pop Up Pantries), there is no realistic way to track the number of students that take food. These events see us distributing thousands of pounds of food in 2-3 hours. We have provided the number of students we know we have accurate data for, but again, the actual numbers are likely much higher. This is part of the difficulty in collecting data for some of the work we do. We do however, endeavor to accurately track as much as possible.

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

Yes

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

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

Please select the best answer.

I confirm