

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

Michael Reid
mreid@ewu.edu
Jan 07, 2019, 04:23PM PST

S&A Basic Request Information

Contact Information [Required]

Please fully complete your contact information.

First name: Michael
Middle initial:
Last name: Reid
Email address: mreid@ewu.edu
Phone number: 509-359-6008
Address: 103A Hargreaves Hall
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]

School of Global Learning

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.

Global Outreach and Engagement is a newly formed unit within the itself newly formed School of Global Learning. This unit is tasked with, among other things, identifying, cultivating, and creating opportunities for international students to interact with each other and domestic students and the larger community. We also ensure that international students are made aware of and introduced to resources available to students, and provide them with linguistically and culturally appropriate advising to address any needs or concerns they may have. We are staffed by a director (myself), a GSA, a program coordinator (classified staff) and between 5-9 international peer advisors (undergraduate student staff).

Did your department/program/unit receive S&A Funding last year? [Required] Yes No

If you answered yes to the previous question, please submit the total received in S&A Funding: No answer submitted.

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.

As the School of Global Learning is an amalgam of departments and programs including the English Language Institute, Asia University America Program (AUAP), and the restructured Office of Global Initiatives, we receive funding from different sources. A significant portion of our funding comes from the AUAP contract, which is renegotiated annually. All of our funding is Ledger 2.

The amount of AUAP funding per annum is as follows:
\$30,000 for international peer advisor (IPA) salaries
\$3,000 for events and activities

We also receive a portion of the revenue generated by the international student fee. This currently goes to pay for two of the IPAs (formerly Global Ambassadors under OGI) and our weekly Coffee Talk Global Meetup event. We can only access a limited amount of this funding, however, as it largely earmarked for salaries within another unit of the department.

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.

As we are an entirely new unit we have no funding history. The funds we do receive are as I outlined above.

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]

Any funding we receive will go toward events, programming, and student staff. The goal of our unit is to make rich, meaningful cultural programming available and accessible to ALL students and part of that is keeping the cost barrier as low as possible. A significant portion of this funding is also envisioned to go directly back to the university if the form of dining services and event planning contracts.

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."

8

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."

1

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]

As our unit was created expressly for the purpose of providing opportunities for international and domestic students to interact and to provide support services for our international students it is no exaggeration to say that there is nothing on which my unit spends any money that is not directly related to student services. 100% of any funding we currently receive or will receive in the future goes directly to students in the form of subsidizing events, providing services, or hiring students to help facilitate said events and services. In short, the very nature of this office is such that non-student use is effectively a non-issue.

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

Though new, our unit has built on the collaborative relationship our component departments have cultivated with our campus partners. We work with the EWU Libraries to hold the Japanese Coming of Age Day ceremony, with Residential Life to host Japan Night in the halls and international food store tours, international student clubs and individuals to hold Culture night as a part of Diversity and Inclusion Week, we partnered with EPIC to put on a joint domestic/international student ski and snowboard trip to national parks in the US southwest in December of 2018, we partnered with Modern Language and Literature to host events for German Week last November, and we've worked regularly with the Office of Community Engagement on events such as HarvestFest, Cheney Clean Sweep, Feed Cheney, and Turnbull Tree Planting. This year we also plan to work with the Multicultural Center and the Department of Modern Languages to host a month-long Lunar New Year celebration.

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

Similarly to our internal work, we have built on the collaborative relationships of our component departments with external partners, but we have largely mediated this through our internal partnerships (for instance working with Modern Languages to work with the Confucius Institute to hold a Lunar New Year event last year). We have, however, built direct relationships, such as with local businesses like Auntie's, Caffe Affogato, and even larger businesses like Costco, to be able to provide students with co-curricular job site visit experience. With more funding we hope to be able to collaborate more directly with external partners and provide even more opportunities for students to learn in an interactive way.

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

A core feature of the programming we do involves volunteering in the community, either through opportunities we seek out or through partnering with the Office of Community Engagement. We also implement event programming that is open to all community members and offers them a space to learn about cultures different from their own while also providing students with community connection.

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?

My unit helps ensure not just the entrance of international students into EWU but, more directly, their retention. We do this by providing services and programming meant to help students find community, support academic success, and negotiate the experience of university life within the United States. By doing this we hope to create not just an international campus, but a thriving international community that will ensure the viability of the international presence at EWU. This in turn impacts the entire campus and the student experience as a whole.

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

I've brought with me from my former position as coordinator of AUAP the evaluation modules that I created for classes and events. We did online polls and questionnaires to assess the student experience and continuously adapted what we provided in response to student/partner needs.

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

We collect data about the number of participants, where they heard about the event, overall satisfaction with experience, and recommendations for next time. All of this data is collected online via Google Forms. All numbers below will reflect an averaged number across the departments that merged to form this unit at the time of last data collection. As part of my task in this position will be to collect data on international alumni, something which has not been done institutionally before, I cannot give a number with any confidence.

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".

750

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".

15

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".

35

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".

35

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

The number one priority for our unit is being able to provide services and programming to students as accessibly as possible. The more logistical expenses associated with these events that we can afford, the more we can offer a diverse and impactful array of programming. Additionally, the more we can subsidize the cost of these events the lower we can keep the cost barrier (many times even eliminating it) to allow the broadest cross section of students possible to participate.

Our second priority is being able to hire student workers not only to help us plan and facilitate these events but also to act as ambassadors of the benefits that an internationalized, global campus brings to all students.

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

The impact will be threefold: firstly, we will simply not be able to offer the variety of programming we'd like to offer, and certainly not in an economically accessible way. This will in turn impact the student experience, both directly (lack of opportunities for different communities to interact) and indirectly (lower retention of international students leading to a more nationally homogeneous campus). Secondly, we won't be able to hire and retain as many student workers, depriving them of the opportunity to work hand in hand with international students, which will negatively impact both international students and student workers (who are largely, though not exclusively, domestic students). Thirdly, all of the costs of our programming and hiring will have to be borne by the AUAP budget and supplemented by the SGL budget. There is limited availability of the SGL budget for my unit. The AUAP budget is funded by a competitive contract. If the costs of that contract cannot be kept down (and they have been pared down to the bare minimum already) then the most likely result is that fewer AUAP students, a group that historically has been between 80-110 per year before the competitive model was introduced, will elect to come to EWU, with very negative results for the entire institution.

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 track all expenses on a dynamic spreadsheet and have set spending caps for each category of expenditure to assure that we do not over-extend ourselves, whatever our level of funding may be.

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 university has repeatedly expressed a commitment to internationalization. This is a crucial commitment and a praiseworthy one, but it must be backed by the means to make it happen. A vital part of that is the services that my office provides. We only need a bare fraction of what international students alone contribute to the S&A monies, and with that we will be able to create a robust program that effectively attracts and retains both domestic and international students.

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