S&A Funding Request Documentation (FY19 Supplemental & FY20 General Requests)

The EWU Student Activity Fee (S&A Fee) supports student-centered activities, services, facilities, and recreation to improve student life. To apply for funding derived from the EWU Student Activity Fee, EWU departments/units/program and Clubs & Organizations (C&Os) are required to submit a budget on EagleSync (see step-by-step directions provided separately) that outlines salaries/wages, benefits, and/or direct expense funds being requested. As part of developing a budget request, you will be asked to upload supporting documentation (this form). Please make sure that you fully complete this form, save it as a PDF at the end, and then upload it as part of the budget you submit.

You will submit this form after you PDF it and save a copy. Once you have completed this step, navigate to your EagleSync Portal, select TREASURY, select MANAGE BUDGETS, select CREATE NEW BUDGET, select the budget that matches the request you would like to make. It is critical that you select the correct budget form. Your options will be:

FY2020 (July 2019-June 2020)

FY2019 Supplemental Budget Request (January 2019 to June 2019)

FY2019 (July 2018 to June 2019) *Do not select FY2019 (July 2018 to June 2019). We have already awarded all funding for this budget period.

Projected Timeline for FY20 (July 2019-June 2020) S&A Funding for EWU Departments/Programs/Units:

FY20 Budget Request Submission Deadline: Wednesday, January 9th, 2019 at 5pm
FY20 Budget Review Meetings and Presentation Dates for EWU S&A

November 30th - 11:30am 1pm | General Introductions and Process for FY19
January 18th – 10:30am-1pm | Training
January 25th – 10:30am – 1pm | Supplemental Requests & Fee Increase Proposal
February 1st – 10:30am- 1pm | Finalize Supplemental & Initial Review of FY20 Requests
February 8th – 10:30am – 1pm | Initial Review of FY20 Requests
February 15th – 10:30am – 1pm | Scheduled Budget Presentations
February 22nd – 10:30am – 1pm | Scheduled Budget Presentations
March 1st – 10:30am – 1pm | Scheduled Budget Presentations
March 8th – 10:30am – 1pm | Recommendations
April 5th – 10:30am-1pm | Recommendations
April 12th – 10:30am-1pm | Finalize Recommendations

Please note that not all departments/programs/units will be asked to present. Presenting to the committee will be based on the S&A Fee Committee's need to gather more information to make an informed funding decision.

FY20 Funding Proposal Due to BOT: May 11th, 2019
FY20 Funding Award Letters Sent: June 2019

Projected Timeline for FY19 (January 2019- June 2019) S&A SUPPLEMENTAL Funding for EWU Departments/Programs/Units:

LAST DATE TO SUBMIT: Wednesday, January 9th, 2019 at 5pm *The committee will grant extensions for supplemental requests to be submitted through March. To submit a request after the deadline, please e-mail Alicia Decker at asewufinancevp@ewu.edu. The committee will review your request to submit and be in touch.
FY19 Presentation Dates for EWU S&A SUPPLEMENTAL

November 30th - 11:30am 1pm | General Introductions and Process for FY19
January 18th – 10:30am-1pm | Training
January 25th – 10:30am – 1pm | Supplemental Requests & Fee Increase Proposal
February 1st – 10:30am- 1pm | Finalize Supplemental & Initial Review of FY20 Requests
February 8th – 10:30am – 1pm | Initial Review of FY20 Requests
February 15th – 10:30am – 1pm | Scheduled Budget Presentations
February 22nd – 10:30am – 1pm | Scheduled Budget Presentations
March 1st – 10:30am – 1pm | Scheduled Budget Presentations
March 8th – 10:30am – 1pm | Recommendations
April 5th – 10:30am-1pm | Recommendations
April 12th – 10:30am-1pm | Finalize Recommendations
ADDITIONAL DATES TBD

Please note that not all departments/programs/units requesting supplemental funds will be asked to present. Presenting to the committee will be based on the S&A Fee Committee's need to gather more information to make an informed funding decision.

FY19 Supplemental Fund Decisions will be made and departments/units/programs notified within three (3) weeks of submitting a Supplemental Fund Request.

Projected Timeline for FY2020 (July 2019 - June 2020) S&A Funding for EWU Clubs & Organizations (C&Os):

LAST DATE TO SUBMIT: Wednesday, April 10th, 2019 at 5pm
FY20 Budget Review Meetings and Presentation Dates for C&Os: BY APPOINTMENT WITH ASEWU FINANCE COMMITTEE
FY20 Funding Award Letters Sent: As Awarded

Status: Pending

S&A Basic Request Information

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

First name: Heidi
Middle initial: Adielia
Last name: Schnebly
Email address: hschnebly@ewu.edu
Phone number: 509-359-2292
Address: 300 Showalter
City: Cheney
State: WA
ZIP: 99004

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

General Guidelines for Requesting & Spending Funds Awarded:

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

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

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

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

All purchases should be reasonable and prudent.

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

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

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

Individual students may not unilaterally make purchases.

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

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

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

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

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

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

Please select what best represents your request: [Required]
To ensure that you are completing the right process, please select from the drop-down menu below.

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

What department/program/club/organization are you requesting for? [Required]   Student Care Team/Student Life

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 Student Care Team (STC) provides advocacy, advising, assistance, and support to students (and their families) in times of challenge, crisis, or emergency. The STC also mentors and advises students regarding life skills and problem-solving, ensuring appropriate referrals are made to foster students' retention and success.
The STC is currently at capacity and receiving funds to cover the stipend for a GSA would help up ensure we are able to manage our case load and continue to assess and develop our program to better serve students.

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

Student Care Team is part of Student Life and general operating costs are absorbed by the Dean of Students' budget. Student Care Team does not currently have a stand-alone 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.

Student Care Team does not currently pursue alternate funding sources, nor does it historically submit funding requests to S&A fees committee. Recently, however, collaborative fundraising efforts with the University Foundation enabled SCT to provide over $3,934 in Emergency Student Funding over the past 3 years to 17 students whose circumstances were negatively impacted by personal tragedy or crisis. Without the funding provided by this emergency assistance, these students may not have been able to continue their education.

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]

This is a first time funding request from the Student Care Team. Awarded funding would be spent to cover the stipend for one GSA

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."

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]

No. The GSA contract is for one year beginning September 2019 and ending June 2020

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

Only currently enrolled students are eligible for our services. Student Care Team interactions with faculty, staff, external stakeholders, and alum are all directed for providing better services and support for our students

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

Student Care Team frequently coordinates student care in collaboration with the student's faculty as well as partnering with Housing and Residence Life, Counseling and Psychological Services, Disability Support Services, Office of Global Initiatives, and many other departments. Additionally, Student Care Team provides annual training to Running Start, Residence Life, Faculty Commons, and various other departments throughout Eastern Washington University.

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

Michelle Helmerick, Manager of SCT, is very engaged with Lutheran Community Services and the Michelle Helmerick is also active with the Higher Education Case Managers Association. Additionally, Michelle is involved with Safety Net to support former foster youth who attend EWU in gaining access to resources needed to stay in school.

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

Michelle participates in the Adult Victims of Sexual Assault Committee (AVSAC) meetings. The AVSAC is a multi-disciplinary group addressing concerns and trends in adult sexual assault cases. The Student Care Team also participates in community based outreach events such as Neighborfest.

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?

Student success (academic and personal) is often correlated to student retention rates. EWU has an average retention rate of 76% between the first and second year of college compared to the national average of 72%. The SCT provided services to 645 students in AY 15/16; 723 in AY 16/17; and 769 in AY 769. Even with this increase in student cases, the STC has also increased the retention of students receiving support, specifically of note:
o Complainants in Title IX cases working with the STC were retained at 69.70% in AY 16/17 and at 94.29% in AY 17/18
o The number of students who are at risk for self-harm and working with the STC has doubled (AY 16/17 = 28; AY 17/18 = 42) and yet retention rates increased from 35.71% in AY 16/17 to 64.29% in AY 17/18

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

The Student Care Team is committed to a culture of assessment and sets up Student Learning Outcomes that are assessed and reported out to the Student Affairs Council at various intervals throughout the year. The Student Care Team also sets annual goals to specifically focus on programmatic growth and efficiency of services. These are assessed quarterly.

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

Using Maxient, our student case database, Student Care Team runs regular reports to identify how many active student cases we have; what kind of case it is (Title IX, self-harm, medical….), and how many of those students persist toward degree and graduation. Student Care Team now also drawing from other reports fed by Banner (JASPER) to track demographics such as Running Start, Athletics, Greek Affiliation, etc.

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.

769

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.

80

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.

250

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.

20

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.

50

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

The top funding priority for Student Care Team is for additional staffing. This is why we are requesting money to support paying a stipend for one GSA

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

The SCT (staffed at 1 ½ FTE) provided services to 769 students in AY 17/18. This is a significant jump from the 645 students served in AY 15/16, and slightly more than the 723 served in AY 16/17. We are currently at capacity. Without funding we do not have a budget with which to cover the cost of the stipend for a GSA. This, in turn, impacts our ability to meet the increasingly high demands for providing services to our students in crisis.

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 stipend for a resident GSA is approximately $3,359 per quarter or $10,077 for the academic year. Student Care Team is only requesting the amount to cover AY 19/20. The monies would go directly to payment of that stipend as directed by the Graduate School and Payroll Services.

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.

During winter quarter 2018, almost half of the student cases seen by Student Support and Advocacy (SSA), involved escalated or high-touch cases. During that winter quarter, SSA saw 266 students with 91 of those, or 48%, involved self-harm, mental health concerns, sexual misconduct, or anxiety/depression. Our microcosm in the campus community continues to reflect what we are hearing and seeing on a national level.

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

[X] *Only if the S&A Fee Committee has concerns or questions

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

[X] I confirm