

**MEMO**

**Date: January 7, 2015**

**To: Services and Activities Fee Committee**

**From: Nancy Hathaway, Professor of Art, Gallery Program**

**Re: Request for Services and Activities Funds**

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. 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.

Our program serves all EWU students. Approximately 400-500 visitors attend each of the exhibitions, most of which are students. Attendance at artists' lectures averages 25-65. We serve a variety of majors, Music, Science, Graphic Design, English, Education and of course Art, just to name a few. The diversity of our audience reflects the diversity of Eastern's campus. We serve both traditional and non-traditional students with diverse racial and ethnic backgrounds ranging in age from 16 to over 60.

The Gallery Program presents four exhibitions per academic year. Two of the four exhibitions feature the work of local, regional and nationally known artists. Of the remaining two exhibitions one exhibition is for the BFA Studio Art students' thesis exhibit, and one is for the BFA Visual Communication Design students' thesis exhibit. In addition we schedule 1-2 exhibiting artists to speak directly to students about their work, while their exhibition is on display.

Because all universities have galleries, and most receive S&A funds, we see the S&A funds as a key to our continued success. We have requested a departmental gallery budget from the College of Arts, Letters & Education for goods and services of \$5142 for 2015-2016. Additionally we have raised \$690 in 2014-2015 through our juried exhibition. With this support and additional funding of \$1,800 from S&A funds, the EWU Gallery of Art will be able to continue to provide quality arts programming for our students.



**TO:** Services and Activities Fee Committee  
**FROM:** Nancy Hathaway, Professor of Art  
**DATE:** January 7, 2015  
**SUBJECT:** Request for Services and Activities Funding 2014-2015  
(for the 2015-2016 Academic Year)

**Your meeting is scheduled for:**

**Location:**

The following questions should be answered in narrative format and submitted along with the S&A Excel spreadsheet to the Services and Activities Fee Committee by **January 9, 2015**. You may EMAIL them to [emaiani@ewu.edu](mailto:emaiani@ewu.edu) or deliver them in hard copy to the Student Affairs Office in SHW 129.

These questions will provide the basic information necessary for the S&A Committee to evaluate the request for funding. All questions should be answered to the best of your ability and as completely as possible. Please answer each question individually. Programs may also submit an additional narrative outlining their proposal as well as any materials which will assist the Committee in its deliberations.

### **Budget Questions**

1. Please provide an explanation of how the program plans to spend the budget in each line item of the Budget Request Form (Excel spreadsheet), including an explanation of increases or decreases from the previous year's request. Items that are vague, such as "contract services" should be clearly explained.

### **Other Contract Services:**

Honoraria for exhibiting artists: The amount of each honorarium is traditionally based upon the reputation, or renown of the artist, as well as exhibition expenses the artist may

incur (matting, framing, digital images, etc.) Exhibiting artists' honoraria are standard practice in university galleries. (\$1200 for 1 artist)

Speakers' Honoraria: The amount of each lecturer's honorarium is traditionally based upon the reputation, or renown of the artist. Speakers' honoraria are standard practice in university galleries. (\$600 for 1 – 2 speakers)

**Supplies:**

The gallery is moving to paperless email announcements for exhibitions and lectures. This will reduce our costs for supplies, so we are not requesting funds for supplies.

2. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics on graduate, undergraduate, male, female or other categories you believe important and relevant to your unit.

The Gallery Program presents four exhibitions per year with receptions (one fall quarter, one winter quarter, and two spring quarter). The program also presents one to two lectures per year. 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.

3. Does your program provide employment opportunities for students? Please explain the nature of student employment within your unit, including total FTE and number of students employed.

The Gallery Program is run by a faculty member, who receives assigned time of 8 to 10 credits per academic year to run the gallery. The gallery normally employs one work-study student 8 to 12 hours per week each year, when a qualified student with a work-study award is available. The work-study position includes: typing, filing, organizing materials, writing letters, writing short announcements and creating flyers, preparing press releases, assisting with the installation and de-installation of art exhibits, packing and shipping of artworks, repair and painting of gallery walls, assisting the director with portfolio reviews, receptions and visiting lecturers, and organization and maintenance of the gallery's work shop and permanent art collection. Training is provided by the gallery director.

4. How do you gauge the effectiveness of the services and activities you provide to students? Is student input collected and used in this process? If your unit has an advisory committee, in what capacity is it involved in your budgeting process?

Student and faculty feed back on the quality of the exhibitions is used to gauge the effectiveness of the exhibitions and lectures. The gallery does not have an advisory committee, however the gallery director reports to the college dean.

5. How do you ensure that student fees do not subsidize non-student uses? If previous requests have included statistical analysis on this point, please provide similar analysis using this year's demographics.

Student fees are utilized only for expenses for exhibitions and lectures. The only consumables provided by the Gallery Program are the refreshments for the receptions, which are paid for with funds raised by the gallery director.

6. Have alternative (non-S&A Fee) funding sources been pursued to the fullest possible extent? If yes, please elaborate. To what extent does your unit rely on earned income? How much of that revenue is obtained directly from students?

Yes, other funding sources have been pursued to the fullest extent. The Gallery Program receives funding from the College of Arts, Letters & Education. Additionally the gallery director raises funds to pay for the receptions. The gallery director engages in as much fundraising as the assigned time of 8 to 10 credits allows. All exhibitions, lectures and receptions are free of charge. No revenue is obtained directly from students.

7. Are there any long term obligations associated with this funding request?

No.

8. Was your 2014-2015 S&A Fee allotment increased, decreased or unchanged from the 2013-2014 amount? What was the overall impact on your organization and its ability to serve students? How closely are your actual expenditures aligning with the budget presented to last year's Committee?

The Gallery Program's S&A Fee allotment was increased from \$2800 in 2013-2014 to \$3000 in 2014-2015. All of the funds were spent in 2013-2014. We anticipate spending all of the funds for the current year. We are requesting a reduced budget for 2015-2016, because the gallery is moving to paperless exhibition and lecture announcements this spring.

9. What is the impact to service students if your request is not funded or lowered?

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.

10. What are three new initiatives for future years?

All programming offered by the gallery in 2015-2016 will be new. All exhibitions and lectures scheduled for 2015-2016 will feature artwork that has not been previously exhibited at EWU. Our programming is expected to include a mix of local, regional, and national artists, as well as two exhibitions of student artwork spring quarter featuring the work of graduating seniors in the BFA Studio Art program and the BFA Visual Communication Design program.

**Services and Activities**

Note: If all of the funding for your program comes from Services and Activities Fees this worksheet does not need to be completed

<b>Operating Budget Request</b>	2012-2013 Budget	2012-2013 Actual	2012-2013 Budget vs. Actual	2013-2014 Budget	2013-2014 Actual	2013-2014 Budget vs. Actual	Current Year Budget (2014-2015)	2015-2016 Proposed Budget	Increase/(Decrease) from prior year budget
<b>REVENUES</b>									
Earned Income (550)	1,140	1,140	-		-		690		(690)
State Support	5,142	5,142	-	5,142	5,142	-	5,142	5,142	-
Foundation	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
<b>Services and Activities Fee Revenue (510)</b>	4,590	4,590	-	2,800	2,800	-	3,000	1,800	(1,200)
<b>Total Revenue</b>	10,872	10,872	-	7,942	7,942	-	8,832	6,942	(1,890)
<b>EXPENSES</b>									
<b>Compensation</b>									
Classified (631)	-	-	-	-	-	-	-	-	-
Administrative Exempt (610)	-	-	-	-	-	-	-	-	-
Graduate Student Appointment (624)	-	-	-	-	-	-	-	-	-
Temp/Hourly Student Wages (660)	-	101	101	-	-	-	-	-	-
<b>Taxes and Benefits</b>	-	-	-	-	-	-	-	-	-
<b>Total Compensation</b>	-	101	101	-	-	-	-	-	-
<b>Operations/Direct Expense(700)</b>									
Personal Service Contracts	-	2,554	2,554	-	-	-	-	-	-
Other Contract Services	3,200	-	(3,200)	1,800	-	(1,800)	2,000	2,800	800
Travel	-	385	385	-	-	-	-	-	-
Supplies	6,532	6,092	(440)	6,142	6,582	440	6,142	4,142	(2,000)
Equipment	-	-	-	-	1,431	1,431	-	-	-
Other	-	-	-	-	-	-	-	-	-
<b>Total Operations</b>	9,732	9,031	(701)	7,942	8,013	71	8,142	6,942	(1,200)
<b>Total Expenses</b>	9,732	9,132	(600)	7,942	8,013	71	8,142	6,942	(1,200)
<b>Operating Budget Surplus (Deficit)</b>		1,740			(71)				