



TO: Services and Activities Fee Committee
FROM: John Fair, EPIC Adventures
DATE: 01/02/2015
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 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 that will assist the Committee in its deliberations.

Overview:

This budget questionnaire highlights a combined EPIC Adventures (currently 300044) and EPIC Outfitters (currently 300045) budget. EPIC Adventures and Outfitters occupy the same space and share many resources and staff. To streamline operations, it is sensible to combine both the S&A budgets as well as the revenue budgets of these operations. Excepting the combination of the budgets, there are no substantial changes from what would have been submitted as individual budgets submitted.

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.

Please see attached spreadsheet for complete budget details.

Compensation (provide explanation for each type):

Compensation is based off of end of year compensation for FY 2014 and YTD compensation for FY 2015. This is consistent with participant numbers. Trip Leaders, Raft Guides, and Logistics Coordinator are student staff. They are responsible for preparing and leading EPIC Adventures trips. There is a \$10,000 increase in the request amount from FY 2015 to include a Climbing Course Manager position.

Personal Service Contracts: NA

Other Contract Services:

- Outdoor Safety Institute is an external, industry-specific risk management consulting service.
- Wilderness Medicine Training Center (WMTC) provides required wilderness medicine training for all EPIC field staff.
- Professional Climbing Instructors' Association (PCIA) is a rock climbing training and certification-granting organization.
- Lifeguards are a supervisory requirement for the program's Monday and Wednesday open pool sessions.

The increase of \$2,400 in the request is consistent with the increased expenses from growing participation numbers.

Travel:

- Conferences and Professional Development for the four Professional staff to maintain required certifications and keep current on industry best practices.
- Trip-related travel has a roughly 35% increase due to increase in participation, the increasing price of lift tickets and lodging, and due to an increase in the use of charter buses (program vehicle limitations).
- Replacement vehicle: Due to its deteriorated condition the program's 1998 Chevrolet Suburban is now best suited for local travel, and to maintain participation numbers, EPIC will need to purchase a replacement vehicle (budgeted for \$25,000).
- Vehicle maintenance: As EPIC's fleet ages, based on experience with maintenance of previous vehicles, maintenance costs are anticipated to increase.

Supplies:

- The field communication systems have been upgraded and an additional unit has been added to better enable both emergency and non-emergency field communications.
- EPIC Adventures is updating its aging office computers, a necessity as the program transitions to electronic filing systems.

Equipment:

There is a \$14,641 decrease in the equipment request. Expanding programming to meet the student demand is a priority, and equipment purchases facilitate that expansion. However, the limitations of EPIC's fleet of vehicles are the current barrier to expansion. Replacing a program vehicle must take priority in the coming year.

Other:

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.

In FY 2014 EPIC had a 6.2% increase in participant numbers, up from 2,240 to 2,378. These numbers include trips, courses, and events. The numbers of contacts stayed approximately the same at 15,934. Contacts include climbing wall participations, rentals, and event spectators, but front-desk interaction numbers are not captured.

Demographics for participants:

62% Male

39% Female

32% Freshman

10% Sophomore

7% Junior

8% Senior

33% Undergraduate (no year indicated)

10% Other (graduate students, faculty, staff, alumni, programs, and community members)

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.

Student employment fluctuates throughout the year, but generally EPIC Adventures employs between 8 and 14 *rental staff*, between 15 and 25 *trip leaders* (including raft guides and course instructors), 1 *trips logistics manager* (an office-based position), and 1 *climbing course coordinator* (an office-based position).

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?

Effectiveness is gauged by

- program feedback questionnaires
- incident report reviews
- third party risk management reviews
- internal debriefings immediately following all EPIC Adventures trips
 - equipment needs
 - significant events
 - safety policies.

Improvements to our customer service, pre-trip information and professionalism in the field have resulted from these questionnaires. Incident reports are compiled and analyzed for risk trends. Changes to our safety briefings and equipment have resulted.

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.
 - EPIC trips and classes are not marketed to non-students
 - Non-students make up less than 2% of participants in EPIC Adventures programs
 - All non-students pay 200% of the point-of-sale student fee for EPIC trips. This higher price will cover overhead expenses that for students are funded by S&A fees.
 - Any non-student participant on an EPIC trip must be the guest of a participating EWU student
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?

EPIC Adventures generated \$47,865.06 in revenue for FY 2013/2014, or 23.8% of its operating budget. This revenue was generated largely through trip fees. This year the program has increased the cost of trips minimally to offset the costs of rising lodging and lift ticket prices.

EPIC Outfitters generated \$13,754.54 in revenue for FY 2014, or 9.2% of its operating budget. This revenue was generated through rental fees. Rental fees are kept low to encourage participation.

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

We have a recurring risk management review that costs \$2,500 annually.

8. Was your 2014-2015 S&A Fee allotment increased, decreased or unchanged from the 2013-2014 amounts? 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?

Adventures: The 2014-2015 S&A Fee allotment decreased from the 2013-2014 by \$7,294. The allotment for FY 2014-2015 is \$25,500 less than the proposed budget. This resulted in the inability to pursue new vehicles for the program. In order to keep the programs vehicles in good working order EPIC Adventures had to spend \$30,542.96 and submit an additional budget request. This years expenditures are not aligning with the budget due to costs of maintaining the vehicles.

Outfitters: The allotment was basically unchanged. This allotment appears to be a sufficient and stable operating budget for EPIC Outfitters.

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

Adventures: If the request was not funded it would have a significant impact on participation numbers. Without the new vehicle EPIC Adventures participation numbers would decrease by approximately 8%. Renting vehicles from EWU could offset this decrease, but this would increase the costs of trips by approximately \$75.00 per person. In addition, the available vehicles in motor pool either lack the required seating capacity or do not meet EPIC's risk management requirements. If the request is lowered, the program could decrease its equipment purchases for a year or two without significant detriment to operations. However, after a few years of decreases, many equipment items would need to be replaced at the same time creating a need for periodic and substantial funding increases.

Outfitters: If the request is not funded, EPIC Outfitters would need to increase rental fees to include the overhead for the program and operating hours would be shortened. If the request is lowered, the program would decrease operating hours and scale down the number and size of special events.

10. What are three new initiatives for future years?

- Universities across the country utilize the natural environment as a bonding and community creating experience. EPIC has the unique opportunity to create and develop a pilot program with the EPIC LLC for an Outdoor Adventure themed new-student orientation.
- Propose a bike-share program in coordination with Spokane and Cheney Parks and Recreation within the next 5 years.
- Create and host an outdoor adventure education conference for regional universities within the next two years.
- Better sleeping pads/sleeping bags to ease the barrier to entry for new campers.
- Improved choices in stand up paddle boards (there is a huge demand for these)
- Improved on-campus marketing to target new students early on.



2015-2016 Budget Request Form (Services and Activities Fee Funding Only)

Program Name *EPIC Adventures/Eagle Outfitters* (TBA):

**Services and Activities
Fee Committee**

Note: this worksheet is for Services and Activities Fee budget only, if your program receives funding from other sources you must also complete the Total Budget form on the next tab of this worksheet.

Services and Activities Fee Budget Request	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 Request	Increase/(Decrease) Current Year Request to Prior Year Budget
Services and Activities Fee Revenue (510)	-	-	-	-	-	-	-	359,924	359,924
EXPENSES									
Compensation									
Classified (631)	-	-	-	-	-	-	-	-	-
Administrative Exempt (610)	-	-	-	-	-	-	-	-	-
Graduate Student Appointment (624)	-	-	-	-	-	-	-	-	-
Temp/Hourly Student Wages (660)	-	-	-	-	-	-	-	133,790	133,790
Taxes and Benefits	-	-	-	-	-	-	-	5,352	5,352
Total Compensation	-	-	-	-	-	-	-	139,142	139,142
Operations/Direct Expense(700)									
Personal Service Contracts	-	-	-	-	-	-	-	-	-
Other Contract Services	-	-	-	-	-	-	-	17,900	17,900
Travel	-	-	-	-	-	-	-	128,550	128,550
Supplies	-	-	-	-	-	-	-	59,268	59,268
Equipment	-	-	-	-	-	-	-	90,064	90,064
Other	-	-	-	-	-	-	-	-	-
Total Operations	-	-	-	-	-	-	-	295,782	295,782
Total Expenses	-	-	-	-	-	-	-	434,924	434,924
Operating Budget Surplus (Deficit)	-	-	-	-	-	-	-	(75,000)	(75,000)
Unexpended and Returned to S&A Fund	-	-	-	-	-	-	-	-	-

Instructions:

If your program has received S&A funding in the prior year the request that was submitted last year will be sent to you as a reference upon your request.

If this is the first time your program has requested S&A funding the historical information should be left blank.

If you need additional information contact Emily Maiani at emaiani@ewu.edu